

# Conversation Contents

## National FOIA Portal Update

"Cafaro, Cindy" <cindy\_cafaro@ios.doi.gov>

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**From:** "Cafaro, Cindy" <cindy\_cafaro@ios.doi.gov>  
**Sent:** Mon Feb 26 2018 07:56:33 GMT-0700 (MST)  
**To:** Robert Howarth <robert\_howarth@ios.doi.gov>  
**BCC:** Cat Sam Cat Contact List <catsamcat\_contact\_list@ios.doi.gov>  
**Subject:** Fwd: National FOIA Portal Update

Good morning, everyone. Please note that, as discussed below, DOJ has now provided us with the date their new National FOIA Portal should go live. Because requesters will be able to make submissions through the Portal, you will see requests coming in that look different than those you typically see. I have worked with the Bureau FOIA Officers to ensure the Portal's contact information is accurate and with DOJ to make sure our needs for the Portal's submission form are met.

If you see problems (for example, if requests come in garbled or without needed information), please let me know and I will work with DOJ to resolve the issue.

Thanks for your patience during this transition period.

Cindy Cafaro | Departmental Freedom of Information Act Officer | US Department of the Interior

Direct: 202-208-5342 | Main: 202-208-3181

On Fri, Feb 23, 2018 at 3:05 PM, National.FOIAPortal (OIP) <[National.FOIAPortal@usdoj.gov](mailto:National.FOIAPortal@usdoj.gov)> wrote:

Dear FOIA Colleagues,

Thank you all for your hard work on getting your agencies ready for the National FOIA Portal. As most of you know we were originally scheduling our "go-live" date for next week Tuesday, February 27<sup>th</sup>. We are now moving the "go-live" date to **Thursday, March 8<sup>th</sup>** to coincide more closely with Sunshine Week. This has the added benefit of giving those who need some additional time to complete their configuration in the new system the time to do so. Most agencies have completed their set-up and can standby until we "go-live." If you have not yet finished your set-up, please do so as quickly as possible and we will reach out on an individual basis to make sure each agency is complete.

Please let us know if you have any questions and thank you again for your efforts.

Thanks,

OIP National FOIA Portal Team

"Cafaro, Cindy" <cindy\_cafaro@ios.doi.gov>

---

**From:** "Cafaro, Cindy" <cindy\_cafaro@ios.doi.gov>  
**Sent:** Fri Mar 09 2018 09:31:49 GMT-0700 (MST)  
**To:** Robert Howarth <robert\_howarth@ios.doi.gov>  
**BCC:** Cat Sam Cat Contact List <catsamcat\_contact\_list@ios.doi.gov>, "Gardner, Matt (OIP)" <Matt.Gardner@usdoj.gov>  
**Subject:** Re: National FOIA Portal Update

Hello, everyone. The new Portal is now live.

Please be sure to check your Spam folders to make sure new requests being sent from the Portal aren't lost. If you have concerns, questions, or suggestions, do not hesitate to let me know.

Thanks again.

OS-2018-00959-000001

Cindy Cafaro | Departmental Freedom of Information Act Officer | US Department of the Interior

Direct: 202-208-5342 | Main: 202-208-3181

On Mon, Feb 26, 2018 at 9:56 AM, Cafaro, Cindy <[cindy\\_cafaro@ios.doi.gov](mailto:cindy_cafaro@ios.doi.gov)> wrote:

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**From:** "Cafaro, Cindy" <[cindy\\_cafaro@ios.doi.gov](mailto:cindy_cafaro@ios.doi.gov)>  
**Sent:** Fri Mar 09 2018 09:38:48 GMT-0700 (MST)  
**To:** Robert Howarth <[robert\\_howarth@ios.doi.gov](mailto:robert_howarth@ios.doi.gov)>  
**BCC:** Cat Sam Cat Contact List <[catsamcat\\_contact\\_list@ios.doi.gov](mailto:catsamcat_contact_list@ios.doi.gov)>  
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Cindy Cafaro | Departmental Freedom of Information Act Officer | US Department of the Interior

Direct: 202-208-5342 | Main: 202-208-3181

On Fri, Mar 9, 2018 at 11:31 AM, Cafaro, Cindy <[cindy\\_cafaro@ios.doi.gov](mailto:cindy_cafaro@ios.doi.gov)> wrote:

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OS-2018-00959-000002

Direct: 202-208-5342 | Main: 202-208-3181

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## "Cafaro, Cindy" <[cindy\\_cafaro@ios.doi.gov](mailto:cindy_cafaro@ios.doi.gov)>

**From:** "Cafaro, Cindy" <[cindy\\_cafaro@ios.doi.gov](mailto:cindy_cafaro@ios.doi.gov)>  
**Sent:** Fri Mar 09 2018 12:11:53 GMT-0700 (MST)  
**To:** Robert Howarth <[robert\\_howarth@ios.doi.gov](mailto:robert_howarth@ios.doi.gov)>  
**BCC:** Cat Sam Cat Contact List <[catsamcat\\_contact\\_list@ios.doi.gov](mailto:catsamcat_contact_list@ios.doi.gov)>  
**Subject:** Re: National FOIA Portal Update

Hello, yet again!

I've already received a large number of questions about whether the Portal replaces the Department's own online submission form, found at: <https://www.doi.gov/foia/foia-request-form>

Eventually, the Department's form may be taken down and that section of the website would simply refer people to the Portal. (If/when that happens, I will, of course let you know.) But we're not planning on taking down our form in the near future--we want to see how the Portal works first.

So, until further notice, please feel free to let potential requesters know that they may use the form or the Portal.

Thanks again.

Cindy Cafaro | Departmental Freedom of Information Act Officer | US Department of the Interior

Direct: 202-208-5342 | Main: 202-208-3181

On Fri, Mar 9, 2018 at 11:38 AM, Cafaro, Cindy <[cindy\\_cafaro@ios.doi.gov](mailto:cindy_cafaro@ios.doi.gov)> wrote:

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Cindy Cafaro | Departmental Freedom of Information Act Officer | US Department of the Interior

Direct: 202-208-5342 | Main: 202-208-3181

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Thanks,

OIP National FOIA Portal Team



## Conversation Contents

UPDATED --- Re: Active Politicals as of 5-25-18 - Invitation to view

"Tarr, Tomas" <tomas\_tarr@ios.doi.gov>

**From:** "Tarr, Tomas" <tomas\_tarr@ios.doi.gov>  
**Sent:** Fri Jun 29 2018 11:14:43 GMT-0600 (MDT)  
**To:** Oluwarotimi Abimbola <oluwarotimi\_abimbola@ios.doi.gov>  
**CC:** "Cafaro, Cindy" <cindy\_cafaro@ios.doi.gov>, David Alspach <david\_alspach@ios.doi.gov>  
**Subject:** UPDATED --- Re: Active Politicals as of 5-25-18 - Invitation to view

Hi Rotimi,

The latest tab is [List 20180629](#), and the following names have been moved to the "CHANGES SECTION:" found at the bottom of the spreadsheet.

Office of the Secretary of the Interior	Clarkson	Gavin	Deputy Assistant Secretary - Indian Affairs	<a href="mailto:gavin.clarkson@bia.gov">gavin.clarkson@bia.gov</a>	2	REMOVE: offboarded
SOL	Goeken	Richard	Deputy Solicitor-Parks and Wildlife	<a href="mailto:richard.goeken@sol.doi.gov">richard.goeken@sol.doi.gov</a>	2	REMOVE: offboarded
Office of the Secretary of the Interior	Johnson	Virginia Hurt	Principal Deputy Assistant Secretary - Fish and Wildlife and Parks	<a href="mailto:virginia_johnson@ios.doi.gov">virginia_johnson@ios.doi.gov</a>	2	REMOVE: offboarded
Office of the Secretary of the Interior	Keel	Benjamin	Advisor	<a href="mailto:benjamin_keel@ios.doi.gov">benjamin_keel@ios.doi.gov</a>	2	REMOVE: offboarded
Office of the Secretary of the Interior	Larrabee	Jason	Principal Deputy Assistant Secretary - Fish and Wildlife and Parks	<a href="mailto:jason_larrabee@ios.doi.gov">jason_larrabee@ios.doi.gov</a>	2	REMOVE: offboarded
Office of the Secretary of the Interior	Rigas	Laura C K	Communications Director	<a href="mailto:laura_rigas@ios.doi.gov">laura_rigas@ios.doi.gov</a>	2	REMOVE: offboarded
Office of the Secretary of the Interior	Yakhour	Wadi	Special Assistant-Scheduling and Advance	<a href="mailto:wadi_yakhour@ios.doi.gov">wadi_yakhour@ios.doi.gov</a>	2	REMOVE: offboarded

(The above information is per the latest status on the [Political Appointee On-boarding/Off-Boarding](#) spreadsheet)

The previous tab List 20180529 has been archived (it is now hidden).

Please let me know if you have any questions.

Thank you,

Regards,

Tomás F. Tarr  
Planning and Performance Management Division  
Office of the Chief Information Officer  
U.S. Department of the Interior  
Office Phone: 202-208-5720  
Mobile Phone: 202-669-2696  
[tomas\\_tarr@ios.doi.gov](mailto:tomas_tarr@ios.doi.gov)  
[www.DOI.gov/OCIO](http://www.DOI.gov/OCIO)

*Our mission is your mission*

On Wed, Jun 27, 2018 at 12:47 PM, Oluwarotimi Abimbola <[oluwarotimi\\_abimbola@ios.doi.gov](mailto:oluwarotimi_abimbola@ios.doi.gov)> wrote:  
That is correct - Tomas - can you please compare the FOIA list to our master list?

Thanks,  
Rotimi

On Wed, Jun 27, 2018 at 11:18 AM Cafaro, Cindy <[cindy\\_cafaro@ios.doi.gov](mailto:cindy_cafaro@ios.doi.gov)> wrote:

OS-2018-00959-000005

Hello, FYI, a member of the OS FOIA team has noted that two people on the list may no longer be employed by DOI (please see below). Thanks again.

Cindy Cafaro | Departmental Freedom of Information Act Officer | US Department of the Interior

Direct: 202-208-5342 | Main: 202-208-3181

----- Forwarded message -----

From: Leah Fairman <[leah\\_fairman@ios.doi.gov](mailto:leah_fairman@ios.doi.gov)>  
Date: Wed, Jun 27, 2018 at 10:49 AM  
Subject: Re: Active Politicals as of 5-25-18 - Invitation to view  
To: Cindy Cafaro <[cindy\\_cafaro@ios.doi.gov](mailto:cindy_cafaro@ios.doi.gov)>

Well, both emails addresses come back as not being deliverable, and according to <https://departmentofinfluence.org/person/jason-larrabee/> larrabee was gone in march and keel was gone last summer <https://departmentofinfluence.org/?s=benjamin+keel>

On Wed, Jun 27, 2018 at 10:46 AM Cafaro, Cindy <[cindy\\_cafaro@ios.doi.gov](mailto:cindy_cafaro@ios.doi.gov)> wrote:

Thank you, Leah. Are you sure? If so, I can inform OCIO.  
Thanks again.

Cindy Cafaro | Departmental Freedom of Information Act Officer | US Department of the Interior

Direct: 202-208-5342 | Main: 202-208-3181

On Wed, Jun 27, 2018 at 10:16 AM, Leah Fairman <[leah\\_fairman@ios.doi.gov](mailto:leah_fairman@ios.doi.gov)> wrote:

My understanding is Larabee and Keel are no longer here. The sheet still has them on it.

On Wed, May 30, 2018 at 3:10 PM Cindy Cafaro (via Google Sheets) <[cindy\\_cafaro@ios.doi.gov](mailto:cindy_cafaro@ios.doi.gov)> wrote:

cindy\_cafaro@ios.doi.gov has invited you to view the following spreadsheet:

[Active Politicals as of 5-25-18](#)

Unkno  
profile  
photo

For FOIA Awareness Process. Email to follow.

Open in Sheets

Google Sheets: Create and edit spreadsheets online.

Google LLC, [1600 Amphitheatre Parkway Mountain View CA 94043 USA](#)

You have received this email because someone shared a spreadsheet with you from Google Sheets.

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Google  
Sheets

--  
Leah Fairman  
Department of the Interior  
Office of the Secretary, FOIA Office  
1849 C Street, NW, MS-7328  
Washington, D C 20240  
[Leah\\_Fairman@ios.doi.gov](mailto:Leah_Fairman@ios.doi.gov)  
(202) 513-0765 - phone  
(202) 565-1076 - direct line  
(202) 219-2374 - fax

--  
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Rotimi Abimbola  
Chief of Staff  
OCIO, U.S. Department of the Interior  
Office phone: 202-208-2912  
[www.doi.gov/ocio](http://www.doi.gov/ocio)

**Oluwarotimi Abimbola <oluwarotimi\_abimbola@ios.doi.gov>**

**From:** Oluwarotimi Abimbola <oluwarotimi\_abimbola@ios.doi.gov>  
**Sent:** Fri Jun 29 2018 11:42:44 GMT-0600 (MDT)  
**To:** "Tarr, Tomas" <tomas\_tarr@ios.doi.gov>  
**CC:** "Cafaro, Cindy" <cindy\_cafaro@ios.doi.gov>, David Alspach <david\_alspach@ios.doi.gov>  
**Subject:** Re: UPDATED --- Re: Active Politicals as of 5-25-18 - Invitation to view

Thanks Tomas! Cindy - please take note...

On Fri, Jun 29, 2018 at 1:14 PM Tarr, Tomas <[tomas\\_tarr@ios.doi.gov](mailto:tomas_tarr@ios.doi.gov)> wrote:  
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SOL	Goeken	Richard	Deputy Solicitor-Parks and Wildlife	<a href="mailto:richard.goeken@sol.doi.gov">richard.goeken@sol.doi.gov</a>	2	REMOVE: offboarded
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Office of the Secretary of the Interior	Larrabee	Jason	Principal Deputy Assistant Secretary - Fish and Wildlife and Parks	<a href="mailto:jason_larrabee@ios.doi.gov">jason_larrabee@ios.doi.gov</a>	2	REMOVE: offboarded
Office of the Secretary of the Interior	Rigas	Laura C K	Communications Director	<a href="mailto:laura_rigas@ios.doi.gov">laura_rigas@ios.doi.gov</a>	2	REMOVE: offboarded
Office of the Secretary of the Interior	Yakhour	Wadi	Special Assistant-Scheduling and Advance	<a href="mailto:wadi_yakhour@ios.doi.gov">wadi_yakhour@ios.doi.gov</a>	2	REMOVE: offboarded

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Unkno  
profile  
photo

For FOIA Awareness Process. Email to follow.

[Open in Sheets](#)

Google Sheets: Create and edit spreadsheets online.

Google LLC, [1600 Amphitheatre Parkway Mountain View CA 94043 USA](#)

You have received this email because someone shared a spreadsheet with you from Google Sheets.

Logo for  
Google  
Sheets

--  
Leah Fairman  
Department of the Interior  
Office of the Secretary, FOIA Office  
1849 C Street, NW, MS-7328  
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OCIO, U.S. Department of the Interior  
Office phone: 202-208-2912  
[www.doi.gov/ocio](http://www.doi.gov/ocio)

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OCIO, U.S. Department of the Interior  
Office phone: 202-208-2912  
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The latest tab is [List 20180629](#), and the following names have been moved to the "CHANGES SECTION:" found at the bottom of the spreadsheet.

Office of the Secretary of the Interior	Clarkson	Gavin	Deputy Assistant Secretary - Indian Affairs	<a href="mailto:gavin.clarkson@bia.gov">gavin.clarkson@bia.gov</a>	2	REMOVE: offboarded
SOL	Goeken	Richard	Deputy Solicitor-Parks and Wildlife	<a href="mailto:richard.goeken@sol.doi.gov">richard.goeken@sol.doi.gov</a>	2	REMOVE: offboarded
Office of the Secretary of the Interior	Johnson	Virginia Hurt	Principal Deputy Assistant Secretary - Fish and Wildlife and Parks	<a href="mailto:virginia_johnson@ios.doi.gov">virginia_johnson@ios.doi.gov</a>	2	REMOVE: offboarded
Office of the Secretary of the Interior	Keel	Benjamin	Advisor	<a href="mailto:benjamin_keel@ios.doi.gov">benjamin_keel@ios.doi.gov</a>	2	REMOVE: offboarded
Office of the Secretary of the Interior	Larrabee	Jason	Principal Deputy Assistant Secretary - Fish and Wildlife and Parks	<a href="mailto:jason_larrabee@ios.doi.gov">jason_larrabee@ios.doi.gov</a>	2	REMOVE: offboarded
Office of the Secretary of	Rigas	Laura C K	Communications Director	<a href="mailto:laura_rigas@ios.doi.gov">laura_rigas@ios.doi.gov</a>	2	REMOVE: offboarded

OS-2018-00959-000009

the Interior						
Office of the Secretary of the Interior	Yakhour	Wadi	Special Assistant-Scheduling and Advance	<a href="mailto:wadi_yakhour@ios.doi.gov">wadi_yakhour@ios.doi.gov</a>	2	REMOVE: offboarded

(The above information is per the latest status on the [Political Appointee On-boarding/Off-Boarding](#) spreadsheet)

The previous tab List 20180529 has been archived (it is now hidden).

Please let me know if you have any questions.

Thank you,

Regards,

Tomás F. Tarr  
Planning and Performance Management Division  
Office of the Chief Information Officer  
U.S. Department of the Interior  
Office Phone: 202-208-5720  
Mobile Phone: 202-669-2696  
[tomas\\_tarr@ios.doi.gov](mailto:tomas_tarr@ios.doi.gov)  
[www.DOI.gov/OCIO](http://www.DOI.gov/OCIO)

***Our mission is your mission***

On Wed, Jun 27, 2018 at 12:47 PM, Oluwarotimi Abimbola <[oluwarotimi\\_abimbola@ios.doi.gov](mailto:oluwarotimi_abimbola@ios.doi.gov)> wrote:  
That is correct - Tomas - can you please compare the FOIA list to our master list?

Thanks,  
Rotimi

On Wed, Jun 27, 2018 at 11:18 AM Cafaro, Cindy <[cindy\\_cafaro@ios.doi.gov](mailto:cindy_cafaro@ios.doi.gov)> wrote:  
Hello, FYI, a member of the OS FOIA team has noted that two people on the list may no longer be employed by DOI (please see below).  
Thanks again.

Cindy Cafaro | Departmental Freedom of Information Act Officer | US Department of the Interior

Direct: 202-208-5342 | Main: 202-208-3181

----- Forwarded message -----

From: Leah Fairman <[leah\\_fairman@ios.doi.gov](mailto:leah_fairman@ios.doi.gov)>  
Date: Wed, Jun 27, 2018 at 10:49 AM  
Subject: Re: Active Politicals as of 5-25-18 - Invitation to view  
To: Cindy Cafaro <[cindy\\_cafaro@ios.doi.gov](mailto:cindy_cafaro@ios.doi.gov)>

Well, both emails addresses come back as not being deliverable, and according to <https://departmentofinfluence.org/person/jason-larrabee/> larrabee was gone in march and keel was gone last summer <https://departmentofinfluence.org/?s=benjamin+keel>

On Wed, Jun 27, 2018 at 10:46 AM Cafaro, Cindy <[cindy\\_cafaro@ios.doi.gov](mailto:cindy_cafaro@ios.doi.gov)> wrote:  
Thank you, Leah. Are you sure? If so, I can inform OCIO.  
Thanks again.

Cindy Cafaro | Departmental Freedom of Information Act Officer | US Department of the Interior

Direct: 202-208-5342 | Main: 202-208-3181

On Wed, Jun 27, 2018 at 10:16 AM, Leah Fairman <[leah\\_fairman@ios.doi.gov](mailto:leah_fairman@ios.doi.gov)> wrote:  
My understanding is Larabee and Keel are no longer here. The sheet still has them on it.

On Wed, May 30, 2018 at 3:10 PM Cindy Cafaro (via Google Sheets) <[cindy\\_cafaro@ios.doi.gov](mailto:cindy_cafaro@ios.doi.gov)> wrote:



cindy\_cafaro@ios.doi.gov has invited you to view the following spreadsheet:

**Active Politicals as of 5-25-18**

Unkno  
profile  
photo

For FOIA Awareness Process. Email to follow.

Open in Sheets

Google Sheets: Create and edit spreadsheets online.

Google LLC, [1600 Amphitheatre Parkway Mountain View CA 94043 USA](#)

You have received this email because someone shared a spreadsheet with you from Google Sheets.

Logo for  
Google  
Sheets

--  
Leah Fairman  
Department of the Interior  
Office of the Secretary, FOIA Office  
1849 C Street, NW, MS-7328  
Washington, D C 20240  
[Leah\\_Fairman@ios.doi.gov](mailto:Leah_Fairman@ios.doi.gov)  
(202) 513-0765 - phone  
(202) 565-1076 - direct line  
(202) 219-2374 - fax

--  
Leah Fairman  
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(202) 513-0765 - phone  
(202) 565-1076 - direct line  
(202) 219-2374 - fax

--  
Rotimi Abimbola  
Chief of Staff  
OCIO, U.S. Department of the Interior  
Office phone: 202-208-2912  
[www.doi.gov/ocio](http://www.doi.gov/ocio)

--  
Rotimi Abimbola  
Chief of Staff  
OCIO, U.S. Department of the Interior  
Office phone: 202-208-2912  
[www.doi.gov/ocio](http://www.doi.gov/ocio)

# Conversation Contents

## Next FOIA forum

"Cafaro, Cindy" <cindy\_cafaro@ios.doi.gov>

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**From:** "Cafaro, Cindy" <cindy\_cafaro@ios.doi.gov>  
**Sent:** Wed Jun 06 2018 07:29:30 GMT-0600 (MDT)  
**To:** Robert Howarth <robert\_howarth@ios.doi.gov>  
**BCC:** Cat Sam Cat Contact List <catsamcat\_contact\_list@ios.doi.gov>  
**Subject:** Next FOIA forum

Hello, everyone. Our next quarterly FOIA open forum will be held tomorrow on June 7, from 2 PM to 3 PM (ET).

As you know, the forums are very well attended and use all of our available phone lines (while leaving some people unable to join the call). Therefore, *people in and around the District of Columbia are strongly encouraged to attend in person* in room 5056 of the MIB. People from outside the D.C. area are strongly encouraged to meet in groups to call in together. (This will help us include as many people as possible.)

The dial-in numbers for the meeting are as follows:

(b) (5) (Sterling Gateway)

(b) (5) (Denver Gateway)

When prompted for a number, enter (b) (5)

We will again be distributing a written summary of the meeting.

Thanks again.

Cindy Cafaro | Departmental Freedom of Information Act Officer | US Department of the Interior

Direct: 202-208-5342 | Main: 202-208-3181



## Conversation Contents

New EFTS requirements for page numbers

**Attachments:**

/6. New EFTS requirements for page numbers/2.1 image.png  
/6. New EFTS requirements for page numbers/13.1 image.png  
/6. New EFTS requirements for page numbers/30.1 image.png  
/6. New EFTS requirements for page numbers/33.1 image.png  
/6. New EFTS requirements for page numbers/34.1 image.png  
/6. New EFTS requirements for page numbers/36.1 image.png

**"Cafaro, Cindy" <cindy\_cafaro@ios.doi.gov>**

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**From:** "Cafaro, Cindy" <cindy\_cafaro@ios.doi.gov>  
**Sent:** Mon Jun 04 2018 10:45:04 GMT-0600 (MDT)  
**To:** Robert Howarth <robert\_howarth@ios.doi.gov>  
**BCC:** Cat Sam Cat Contact List <catsamcat\_contact\_list@ios.doi.gov>  
**Subject:** New EFTS requirements for page numbers

Good morning. In order to assist SOL in defending the increasing number of FOIA litigation cases, and in order to better track the volume of records being processed for FOIA requests, the EFTS will be updated tonight to require various page numbers to be entered on the Response/Close tab when making a 1) Partial release or 2) Full and/or Final release.

Thank you in advance for your help in completing these important new fields.

Cindy Cafaro | Departmental Freedom of Information Act Officer | US Department of the Interior

Direct: 202-208-5342 | Main: 202-208-3181

# Conversation Contents

## Questions regarding the Task Log and Tracker

"Fairman, Leah" <leah\_fairman@ios.doi.gov>

---

**From:** "Fairman, Leah" <leah\_fairman@ios.doi.gov>  
**Sent:** Mon Jun 04 2018 09:06:30 GMT-0600 (MDT)  
**To:** Robert Howarth <robert\_howarth@ios.doi.gov>, Cindy Cafaro <cindy\_cafaro@ios.doi.gov>  
**CC:** Clarice Julka <clarice\_julka@ios.doi.gov>  
**Subject:** Questions regarding the Task Log and Tracker

Good morning,

I've reviewed the task log that was sent to us, and so far, have several questions. I've listed them below, hoping one or both of you can shed some light on them. Appreciate any info you can provide.

Tracker question:

- 1) Currently all the requests I'm working on are old ones, which means a lot of the data the tracker is asking for is not available. Is this tracker for requests going forward, so that we can better track those, or are we supposed to try and fill in every single past request? If the latter, that is going to be a monumental task as some of those have even had to have searches restarted, etc.
- 2) this is more of a comment than a question...processors are not assigned to requests until we have all the records, and as such, that field will not be able to be accurately filled in until that point

Task Log questions:

- 1) I know that for myself, and I believe many others, our responsiveness review and exemption review/application happen simultaneously, not separately. The task log lists them as separate. How do you want us logging that?
- 2) what is the definition of Departmental vs. Bureau Specific awareness review? Does this include the augmented Comms review, or only the political custodian review?
- 3) many of the categories effectively include a large number of sub categories (i.e. consultations includes separating records, sending them, poking the consult folks to respond to us, reviewing once we have them, then incorporating into the full set of documents), I assume we just add up all the time on those subcategories and give one large number for the log? Same with any other categories that necessarily includes sub parts, correct?
- 4) where do we account for leave each week on the log? (b) (6)
- 5) Task columns G, H, K, L, M, and N confuse me some, perhaps just because of how they are worded, but to paraphrase the movie Broadcast News, can you please explain what goes into them as if I were a 5yr old? Additionally, I thought it was supposed to be filled in weekly and not by case number but aggregate.
- 6) do we count time randomly spent? I.e. if I spend 1.5hrs a week answering questions from an Admin person to help them do those tasks, do I count that under admin stuff on the task log? How do I account for tracking number and date at that level?
- 7) Again, more of a comment here...for this log...I assume it is understood that the litigation/non litigation folks will be filling out only their respective sections (i.e. as a non litigation person, i will not be filling out Task Area 7.0 as a general rule), and that all the processors, as a general rule, will not be filling out Task Area's 1.0 and 2.0 barring a few "as need arises" instances (i.e. I sent a search request today for an old expedited request but normally do not send any searches). Just trying to address any potential confusion I could see arising from certain people only filling out some portions.

I know this is a long email, but I figured I should send all the questions I could think of at once. There may be more as we go, but this is a start.

Thanks,  
Leah

--

Leah Fairman  
Department of the Interior  
Office of the Secretary, FOIA Office  
1849 C Street, NW, MS-7328  
Washington, D C 20240  
[Leah\\_Fairman@ios.doi.gov](mailto:Leah_Fairman@ios.doi.gov)

OS-2018-00959-000014

**"Cafaro, Cindy" <cindy\_cafaro@ios.doi.gov>**

---

**From:** "Cafaro, Cindy" <cindy\_cafaro@ios.doi.gov>  
**Sent:** Mon Jun 04 2018 09:43:34 GMT-0600 (MDT)  
**To:** "Fairman, Leah" <leah\_fairman@ios.doi.gov>  
**CC:** Robert Howarth <robert\_howarth@ios.doi.gov>, Clarice Julka <clarice\_julka@ios.doi.gov>  
**Subject:** Re: Questions regarding the Task Log and Tracker

Thanks for the great questions, Leah. In order (with answers in *italics*):

1) Currently all the requests I'm working on are old ones, which means a lot of the data the tracker is asking for is not available. Is this tracker for requests going forward, so that we can better track those, or are we supposed to try and fill in every single past request? If the latter, that is going to be a monumental task as some of those have even had to have searches restarted, etc. *It is only for requests as they are being worked on. So if you are working on an old request, it goes in to the extent you have the information (if no one knows about intake dates for a request that is three years old, for example, no worries--just put in what you can). The data will get more complete as time goes on and that's fine.*

2) this is more of a comment than a question...processors are not assigned to requests until we have all the records, and as such, that field will not be able to be accurately filled in until that point. *The intake team will be responsible for earlier fields before the requests are assigned.*

Task Log questions:

1) I know that for myself, and I believe many others, our responsiveness review and exemption review/application happen simultaneously, not separately. The task log lists them as separate. How do you want us logging that? *Please estimate the percentage of your time is spent on responsiveness review vs. other types of review, and split it out that way (for some requests, responsiveness may take more time than others where it is very clear and will take very little time--that is fine).*

2) what is the definition of Departmental vs. Bureau Specific awareness review? Does this include the augmented Comms review, or only the political custodian review? *Departmental awareness review is what was specifically outlined in my memo. If there is any additional review as part of OS's "usual response process," that goes into the bureau specific awareness review category.*

3) many of the categories effectively include a large number of sub categories (i.e. consultations includes separating records, sending them, poking the consult folks to respond to us, reviewing once we have them, then incorporating into the full set of documents), I assume we just add up all the time on those subcategories and give one large number for the log? Same with any other categories that necessarily includes sub parts, correct? Yes.

4) where do we account for leave each week on the log? **(b) (6)**  
*Your numbers for the week will simply be lower (or absent, if you are out all week).*

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7) Again, more of a comment here...for this log...I assume it is understood that the litigation/non litigation folks will be filling out only their respective sections (i.e. as a non litigation person, i will not be filling out Task Area 7.0 as a general rule), and that all the processors, as a general rule, will not be filling out Task Area's 1.0 and 2.0 barring a few "as need arises" instances (i.e. I sent a search request today for an old expedited request but normally do not send any searches). Just trying to address any potential confusion I could see arising from certain people only filling out some portions. *Yes, this is understood.*

I know this is a long email, but I figured I should send all the questions I could think of at once. There may be more as we go, but this is a start.

Thanks,

Cindy Cafaro | Departmental Freedom of Information Act Officer | US Department of the Interior

Direct: 202-208-5342 | Main: 202-208-3181

On Mon, Jun 4, 2018 at 11:06 AM, Fairman, Leah <leah\_fairman@ios.doi.gov> wrote:  
Good morning,

I've reviewed the task log that was sent to us, and so far, have several questions. I've listed them below, hoping one or both of you can shed some light on them. Appreciate any info you can provide.

Tracker question:

1) Currently all the requests I'm working on are old ones, which means a lot of the data the tracker is asking for is not available. Is this tracker for requests going forward, so that we can better track those, or are we supposed to try and fill in every single past request? If the latter, that is going to be a monumental task as some of those have even had to have searches restarted, etc.

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2) what is the definition of Departmental vs. Bureau Specific awareness review? Does this include the augmented Comms review, or only the political custodian review?

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Thanks,  
Leah

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(202) 513-0765 - phone  
(202) 565-1076 - direct line  
(202) 219-2374 - fax

"Cafaro, Cindy" <cindy\_cafaro@ios.doi.gov>

**From:** "Cafaro, Cindy" <cindy\_cafaro@ios.doi.gov>  
**Sent:** Mon Jun 04 2018 10:01:34 GMT-0600 (MDT)  
**To:** "Fairman, Leah" <leah\_fairman@ios.doi.gov>  
**CC:** Robert Howarth <robert\_howarth@ios.doi.gov>, Clarice Julka <clarice\_julka@ios.doi.gov>  
**Subject:** Re: Questions regarding the Task Log and Tracker

Leah, thanks again for your questions, particularly question 5. I have acquainted myself with the columns you referred to (oh, the power of scrolling--I thought everything was on one screen) and already made some changes. I will talk to Sulafa about a few others, but the general outlines of the chart remain unchanged. Thanks again!

Cindy Cafaro | Departmental Freedom of Information Act Officer | US Department of the Interior

Direct: 202-208-5342 | Main: 202-208-3181

On Mon, Jun 4, 2018 at 11:43 AM, Cafaro, Cindy <cindy\_cafaro@ios.doi.gov> wrote:

Thanks for the great questions, Leah. In order (with answers in *italics*):

1) Currently all the requests I'm working on are old ones, which means a lot of the data the tracker is asking for is not available. Is this tracker for requests going forward, so that we can better track those, or are we supposed to try and fill in every single past request? If the latter, that is going to be a monumental task as some of those have even had to have searches restarted, etc. *It is only for requests as they are being worked on. So if you are working on an old request, it goes in to the extent you have the information (if no one knows about intake dates for a request that is three years old, for*



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I know this is a long email, but I figured I should send all the questions I could think of at once. There may be more as we go, but this is a start.

Thanks,

Cindy Cafaro | Departmental Freedom of Information Act Officer | US Department of the Interior

Direct: 202-208-5342 | Main: 202-208-3181

On Mon, Jun 4, 2018 at 11:06 AM, Fairman, Leah <[leah\\_fairman@ios.doi.gov](mailto:leah_fairman@ios.doi.gov)> wrote:  
Good morning,

I've reviewed the task log that was sent to us, and so far, have several questions. I've listed them below, hoping one or both of you can shed some light on them. Appreciate any info you can provide.

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1) Currently all the requests I'm working on are old ones, which means a lot of the data the tracker is asking for is not available. Is this tracker for requests going forward, so that we can better track those, or are we supposed to try and fill in every single past request? If the latter, that is going to be a monumental task as some of those have even had to have searches restarted, etc.

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1) I know that for myself, and I believe many others, our responsiveness review and exemption review/application happen simultaneously, not separately. The task log lists them as separate. How do you want us logging that?

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I know this is a long email, but I figured I should send all the questions I could think of at once. There may be more as we go, but this is a start.

Thanks,  
Leah

--

Leah Fairman  
Department of the Interior  
Office of the Secretary, FOIA Office  
1849 C Street, NW, MS-7328  
Washington, D C 20240  
[Leah\\_Fairman@ios.doi.gov](mailto:Leah_Fairman@ios.doi.gov)  
(202) 513-0765 - phone  
(202) 565-1076 - direct line  
(202) 219-2374 - fax

**"Fairman, Leah" <leah\_fairman@ios.doi.gov>**

---

**From:** "Fairman, Leah" <leah\_fairman@ios.doi.gov>  
**Sent:** Mon Jun 04 2018 10:05:51 GMT-0600 (MDT)  
**To:** "Cafaro, Cindy" <cindy\_cafaro@ios.doi.gov>  
**CC:** Robert Howarth <robert\_howarth@ios.doi.gov>, Clarice Julka <clarice\_julka@ios.doi.gov>  
**Subject:** Re: Questions regarding the Task Log and Tracker

Thank you, I think I'm now on better footing with both charts. I appreciate you for your quick responses

On Mon, Jun 4, 2018 at 12:01 PM, Cafaro, Cindy <[cindy\\_cafaro@ios.doi.gov](mailto:cindy_cafaro@ios.doi.gov)> wrote:

Leah, thanks again for your questions, particularly question 5. I have acquainted myself with the columns you referred to (oh, the power of scrolling--I thought everything was on one screen) and already made some changes.  
I will talk to Sulafa about a few others, but the general outlines of the chart remain unchanged.  
Thanks again!

Cindy Cafaro | Departmental Freedom of Information Act Officer | US Department of the Interior

Direct: 202-208-5342 | Main: 202-208-3181

On Mon, Jun 4, 2018 at 11:43 AM, Cafaro, Cindy <[cindy\\_cafaro@ios.doi.gov](mailto:cindy_cafaro@ios.doi.gov)> wrote:

Thanks for the great questions, Leah. In order (with answers in *italics*):

1) Currently all the requests I'm working on are old ones, which means a lot of the data the tracker is asking for is not available. Is this tracker for requests going forward, so that we can better track those, or are we supposed to try and fill in every single past request? If the latter, that is going to be a monumental task as some of those have even had to have searches restarted, etc. *It is only for requests as they are being worked on. So if you are working on an old request, it goes in to the extent you have the information (if no one knows about intake dates for a request that is three years old, for example, no worries--just put in what you can). The data will get more complete as time goes on and that's fine.*

2) this is more of a comment than a question...processors are not assigned to requests until we have all the records, and as such, that field will not be able to be accurately filled in until that point. *The intake team will be responsible for earlier fields before the requests are assigned.*

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2) what is the definition of Departmental vs. Bureau Specific awareness review? Does this include the augmented Comms review, or only the political custodian review? *Departmental awareness review is what was specifically outlined in my memo. If there is any additional review as part of OS's "usual response process," that goes into the bureau specific awareness review category.*

3) many of the categories effectively include a large number of sub categories (i.e. consultations includes separating records, sending them, poking the consult folks to respond to us, reviewing once we have them, then incorporating into the full set of documents), I assume we just add up all the time on those subcategories and give one large number for the log? Same with any other categories that necessarily includes sub parts, correct? Yes.

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7) Again, more of a comment here...for this log...I assume it is understood that the litigation/non litigation folks will be filling out only their respective sections (i.e. as a non litigation person, i will not be filling out Task Area 7.0 as a general rule), and that all the processors, as a general rule, will not be filling out Task Area's 1.0 and 2.0 barring a few "as need arises" instances (i.e. I sent a search request today for an old expedited request but normally do not send any searches). Just trying to address any potential confusion I could see arising from certain people only filling out some portions. Yes, this is understood.

I know this is a long email, but I figured I should send all the questions I could think of at once. There may be more as we go, but this is a start.

Thanks,

Cindy Cafaro | Departmental Freedom of Information Act Officer | US Department of the Interior

Direct: 202-208-5342 | Main: 202-208-3181

On Mon, Jun 4, 2018 at 11:06 AM, Fairman, Leah <leah\_fairman@ios.doi.gov> wrote:

Good morning,

I've reviewed the task log that was sent to us, and so far, have several questions. I've listed them below, hoping one or both of you can shed some light on them. Appreciate any info you can provide.

Tracker question:

1) Currently all the requests I'm working on are old ones, which means a lot of the data the tracker is asking for is not available. Is this tracker for requests going forward, so that we can better track those, or are we supposed to try and fill in every single past request? If the latter, that is going to be a monumental task as some of those have even had to have searches restarted, etc.

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Thanks,  
Leah

--

Leah Fairman  
Department of the Interior  
Office of the Secretary, FOIA Office  
1849 C Street, NW, MS-7328  
Washington, D C 20240  
[Leah\\_Fairman@ios.doi.gov](mailto:Leah_Fairman@ios.doi.gov)  
(202) 513-0765 - phone  
(202) 565-1076 - direct line  
(202) 219-2374 - fax

--

Leah Fairman  
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**"Cafaro, Cindy" <cindy\_cafaro@ios.doi.gov>**

---

**From:** "Cafaro, Cindy" <cindy\_cafaro@ios.doi.gov>  
**Sent:** Mon Jun 04 2018 11:01:54 GMT-0600 (MDT)  
**To:** "Fairman, Leah" <leah\_fairman@ios.doi.gov>  
**CC:** Robert Howarth <robert\_howarth@ios.doi.gov>, Clarice Julka <clarice\_julka@ios.doi.gov>  
**Subject:** Re: Questions regarding the Task Log and Tracker

Hey, I'm not a total nut (phew)! It turns out the tracking number column was added by (awesome!) Sulafa earlier today--along with a number of other things that we hadn't yet had a chance to fully discuss, some of which have now been amended or removed.  
Short version: I do know how to scroll! And I've talked with Sulafa and we should be set now.  
Things in dark blue are filled in by processors, btw. Things in light blue auto fill (i.e., are auto populated).  
Thanks again.

Cindy Cafaro | Departmental Freedom of Information Act Officer | US Department of the Interior

Direct: 202-208-5342 | Main: 202-208-3181

On Mon, Jun 4, 2018 at 12:05 PM, Fairman, Leah <[leah\\_fairman@ios.doi.gov](mailto:leah_fairman@ios.doi.gov)> wrote:

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OS-2018-00959-000020



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On Mon, Jun 4, 2018 at 11:06 AM, Fairman, Leah <leah\_fairman@ios.doi.gov> wrote:

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# Conversation Contents

## Glomar guidance

"Cafaro, Cindy" <cindy\_cafaro@ios.doi.gov>

---

**From:** "Cafaro, Cindy" <cindy\_cafaro@ios.doi.gov>  
**Sent:** Thu Jun 22 2017 10:29:31 GMT-0600 (MDT)  
**To:** Robert Howarth <robert\_howarth@ios.doi.gov>  
**BCC:** Cat Sam Cat Contact List <catsamcat\_contact\_list@ios.doi.gov>  
**Subject:** Glomar guidance

Good afternoon, everyone. An interesting question came up recently about the use of *Glomar* responses (where we neither confirm nor deny responsive records exist) when dealing with a FOIA request from a requester that purportedly was participant in an alleged investigation. (For more information on what a *Glomar* response is and when it is used, see Section 10.5 of the [Handbook](#).) Guidance on how to handle this type of situation is below. Thank you for your attention, and thanks to SOL for their helpful input.

First, if a FOIA request comes in from a participant in an investigation (or pre-investigation) who has established they have personal knowledge (in other words, that they are a subject, complainant, or witness who knows the investigation is underway because of their participation in the investigation), we will not assert *Glomar* for at least some of the responsive records. More specifically, we will not assert *Glomar* for the transcripts of their own responses to investigative interviews. (We will, however, assert any valid exemptions that would otherwise apply to the investigative interviews (if there would be foreseeable harm arising from the release).) But we will assert *Glomar* for any part of the request that asks for materials concerning the investigation that are not transcripts of the participant's responses to investigative interviews if a valid exemption would protect the material if it did exist (if there would be foreseeable harm arising from such a release).

Second, in this situation, we will note in our response letter that, despite the way the request is worded, we can neither confirm nor deny whether an investigation of the scope described in the letter exists or is ongoing, but we will acknowledge that we did find interviews that pertain to the participant. (This is to ensure we do not officially acknowledge an investigation is going on or has been undertaken.)

Finally, in this situation (and all other situations where we are considering issuing a *Glomar* response):

1. If we have already officially acknowledged the existence (or nonexistence) of an investigation that has occurred or is underway (or has not occurred or is not underway), we cannot assert *Glomar*,
2. If the subject of the investigation (or potential investigation) provides a written waiver of his/her privacy rights or if the subject of the investigation (or potential investigation) is deceased, we cannot assert *Glomar*, and
3. If there may be an overriding public interest in the materials because of evidence of wrongdoing (a calculation that balances the type of wrongdoing committed and the level of responsibility held by a federal employee whose privacy rights would be implicated), work with your SOL FOIA contact to see if it would be appropriate to assert *Glomar*.

## Conversation Contents

Active Politicals as of 5-25-18 - Invitation to edit

### "David Alspach (via Google Sheets)" <drive-shares-noreply@google.com>

---

**From:** "David Alspach (via Google Sheets)" <drive-shares-noreply@google.com>  
**Sent:** Fri May 25 2018 11:28:53 GMT-0600 (MDT)  
**To:** <cindy\_cafaro@ios.doi.gov>  
**CC:** <rotimi\_abimbola@ios.doi.gov>  
**Subject:** Active Politicals as of 5-25-18 - Invitation to edit

david\_alspach@ios.doi.gov has invited you to **edit** the following spreadsheet:

 [Active Politicals as of 5-25-18](#)



Rotimi,

If you could validate this list and confirm with Cindy that would be great. Only those appointees that are on board as of today should be included. I believe I removed the duplicates as well.

Thanks,  
Dave A.

[Open in Sheets](#)

Google Sheets: Create and edit spreadsheets online.

Google LLC, 1600 Amphitheatre Parkway, Mountain View, CA 94043, USA

You have received this email because someone shared a spreadsheet with you from Google Sheets.

Google

### "Cafaro, Cindy" <cindy\_cafaro@ios.doi.gov>

---

**From:** "Cafaro, Cindy" <cindy\_cafaro@ios.doi.gov>  
**Sent:** Tue May 29 2018 05:59:00 GMT-0600 (MDT)  
**To:** David Alspach <david\_alspach@ios.doi.gov>  
**CC:** Rotimi Abimbola <rotimi\_abimbola@ios.doi.gov>  
**Subject:** Re: Active Politicals as of 5-25-18 - Invitation to edit

Thank you, Dave! Rotimi, I look forward to briefly discussing this document with you before sending it to the FOIA community.

Cindy Cafaro | Departmental Freedom of Information Act Officer | US Department of the Interior

Direct: 202-208-5342 | Main: 202-208-3181

On Fri, May 25, 2018 at 1:28 PM, David Alspach (via Google Sheets) <drive-shares-noreply@google.com> wrote:

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Unkno  
profile  
photo

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Google  
Sheets](#)

---

**Oluwarotimi Abimbola** <oluwarotimi\_abimbola@ios.doi.gov>

**From:** Oluwarotimi Abimbola <oluwarotimi\_abimbola@ios.doi.gov>  
**Sent:** Tue May 29 2018 07:20:10 GMT-0600 (MDT)  
**To:** "Cafaro, Cindy" <cindy\_cafaro@ios.doi.gov>  
**CC:** David Alspach <david\_alspach@ios.doi.gov>  
**Subject:** Re: Active Politicals as of 5-25-18 - Invitation to edit

Thanks for following up, Cindy. Reviewing this morning and then I'll give you a call.

On Tue, May 29, 2018 at 7:59 AM Cafaro, Cindy <cindy\_cafaro@ios.doi.gov> wrote:

Thank you, Dave! Rotimi, I look forward to briefly discussing this document with you before sending it to the FOIA community.

Cindy Cafaro | Departmental Freedom of Information Act Officer | US Department of the Interior

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Logo for  
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Sheets

--  
Rotimi Abimbola  
Chief of Staff  
OCIO, U.S. Department of the Interior  
Office phone: 202-208-2912  
[www.doi.gov/ocio](http://www.doi.gov/ocio)

**Oluwarotimi Abimbola <oluwarotimi\_abimbola@ios.doi.gov>**

**From:** Oluwarotimi Abimbola <oluwarotimi\_abimbola@ios.doi.gov>  
**Sent:** Tue May 29 2018 15:24:01 GMT-0600 (MDT)  
**To:** "Cafaro, Cindy" <cindy\_cafaro@ios.doi.gov>  
**CC:** David Alspach <david\_alspach@ios.doi.gov>, "Tarr, Tomas" <tomas\_tarr@ios.doi.gov>  
**Subject:** Re: Active Politicals as of 5-25-18 - Invitation to edit

Cindy,

We've reviewed and finalized the list as of today based on our discussion. Please take a look at the Google doc and feel free to share with your team.

Thanks,  
Rotimi

On Tue, May 29, 2018 at 9:20 AM Oluwarotimi Abimbola <[oluwarotimi\\_abimbola@ios.doi.gov](mailto:oluwarotimi_abimbola@ios.doi.gov)> wrote:  
Thanks for following up, Cindy. Reviewing this morning and then I'll give you a call.

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**"Cafaro, Cindy" <cindy\_cafaro@ios.doi.gov>**

**From:** "Cafaro, Cindy" <cindy\_cafaro@ios.doi.gov>  
**Sent:** Wed May 30 2018 05:30:51 GMT-0600 (MDT)  
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**CC:** David Alspach <david\_alspach@ios.doi.gov>, "Tarr, Tomas" <tomas\_tarr@ios.doi.gov>  
**Subject:** Re: Active Politicals as of 5-25-18 - Invitation to edit

Thank you!

This is tremendously helpful and *greatly* appreciated.

I have just one question before I share this document with the FOIA team: is this a living document that will be updated as needed (so I will just share it with the team once), or will you send me updated documents (that I will share with the team in turn) as needed)?

Cindy Cafaro | Departmental Freedom of Information Act Officer | US Department of the Interior

Direct: 202-208-5342 | Main: 202-208-3181

On Tue, May 29, 2018 at 5:24 PM, Oluwarotimi Abimbola <[oluwarotimi\\_abimbola@ios.doi.gov](mailto:oluwarotimi_abimbola@ios.doi.gov)> wrote:  
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We've reviewed and finalized the list as of today based on our discussion. Please take a look at the Google doc and feel free to share with your team.

Thanks,

OS-2018-00959-000027

Rotimi

On Tue, May 29, 2018 at 9:20 AM Oluwarotimi Abimbola <[oluwarotimi\\_abimbola@ios.doi.gov](mailto:oluwarotimi_abimbola@ios.doi.gov)> wrote:  
Thanks for following up, Cindy. Reviewing this morning and then I'll give you a call.

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Thank you, Dave! Rotimi, I look forward to briefly discussing this document with you before sending it to the FOIA community.

Cindy Cafaro | Departmental Freedom of Information Act Officer | US Department of the Interior

Direct: 202-208-5342 | Main: 202-208-3181

On Fri, May 25, 2018 at 1:28 PM, David Alspach (via Google Sheets) <[drive-shares-noreply@google.com](mailto:drive-shares-noreply@google.com)> wrote:

david\_alspach@ios.doi.gov has invited you to edit the following spreadsheet:

[Active Politicals as of 5-25-18](#)

Unkno  
profile  
photo

Rotimi,

If you could validate this list and confirm with Cindy that would be great. Only those appointees that are on board as of today should be included. I believe I removed the duplicates as well.

Thanks,  
Dave A.

[Open in Sheets](#)

Google Sheets: Create and edit spreadsheets online.

Google LLC, [1600 Amphitheatre Parkway Mountain View, CA 94043 USA](#)

You have received this email because someone shared a spreadsheet with you from Google Sheets.

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Google  
Sheets

--  
Rotimi Abimbola  
Chief of Staff  
OCIO, U.S. Department of the Interior  
Office phone: 202-208-2912  
[www.doi.gov/ocio](http://www.doi.gov/ocio)

--  
Rotimi Abimbola  
Chief of Staff  
OCIO, U.S. Department of the Interior  
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**Oluwarotimi Abimbola** <[oluwarotimi\\_abimbola@ios.doi.gov](mailto:oluwarotimi_abimbola@ios.doi.gov)>

**From:** Oluwarotimi Abimbola <[oluwarotimi\\_abimbola@ios.doi.gov](mailto:oluwarotimi_abimbola@ios.doi.gov)>  
**Sent:** Wed May 30 2018 05:54:01 GMT-0600 (MDT)  
**To:** "Cafaro, Cindy" <[cindy\\_cafaro@ios.doi.gov](mailto:cindy_cafaro@ios.doi.gov)>  
**CC:** David Alspach <[david\\_alspach@ios.doi.gov](mailto:david_alspach@ios.doi.gov)>, "Tarr, Tomas" <[tomas\\_tarr@ios.doi.gov](mailto:tomas_tarr@ios.doi.gov)>  
**Subject:** Re: Active Politicals as of 5-25-18 - Invitation to edit

Good morning,

Great question Cindy. We can make updates to this sheet on a monthly basis.

OS-2018-00959-000028



Thanks,  
Rotimi

Sent from my iPhone

On May 30, 2018, at 7:30 AM, Cafaro, Cindy <[cindy\\_cafaro@ios.doi.gov](mailto:cindy_cafaro@ios.doi.gov)> wrote:

Thank you!

This is tremendously helpful and *greatly* appreciated.

I have just one question before I share this document with the FOIA team: is this a living document that will be updated as needed (so I will just share it with the team once), or will you send me updated documents (that I will share with the team in turn) as needed)?

Cindy Cafaro | Departmental Freedom of Information Act Officer | US Department of the Interior

Direct: 202-208-5342 | Main: 202-208-3181

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☐ [Active Politicals as of 5-25-18](#)

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Sheets](#)

--  
Rotimi Abimbola

OS-2018-00959-000029

Chief of Staff  
OCIO, U.S. Department of the Interior  
Office phone: 202-208-2912  
[www.doi.gov/ocio](http://www.doi.gov/ocio)

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Chief of Staff  
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[www.doi.gov/ocio](http://www.doi.gov/ocio)

---

**"Cafaro, Cindy" <cindy\_cafaro@ios.doi.gov>**

**From:** "Cafaro, Cindy" <cindy\_cafaro@ios.doi.gov>  
**Sent:** Wed May 30 2018 05:55:29 GMT-0600 (MDT)  
**To:** Oluwarotimi Abimbola <oluwarotimi\_abimbola@ios.doi.gov>  
**CC:** David Alspach <david\_alspach@ios.doi.gov>, "Tarr, Tomas" <tomas\_tarr@ios.doi.gov>  
**Subject:** Re: Active Politicals as of 5-25-18 - Invitation to edit

Wonderful! So it will be a living document.  
I really, really appreciate it!

Cindy Cafaro | Departmental Freedom of Information Act Officer | US Department of the Interior

Direct: 202-208-5342 | Main: 202-208-3181

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Google LLC, [1600 Amphitheatre Parkway Mountain View CA 94043 USA](#)

You have received this email because someone shared a spreadsheet with you from Google Sheets.

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## Conversation Contents

### Implementation plan

#### Attachments:

/13. Implementation plan/1.1 Implementation Plan.xlsx  
/13. Implementation plan/3.1 FOIA Implementation Plan - formatted.xlsx  
/13. Implementation plan/5.1 FOIA Implementation Plan - formatted csc.xlsx

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**"Cafaro, Cindy" <cindy\_cafaro@ios.doi.gov>**

---

**From:** "Cafaro, Cindy" <cindy\_cafaro@ios.doi.gov>  
**Sent:** Fri May 11 2018 13:33:36 GMT-0600 (MDT)  
**To:** "Burns, Sylvia" <sylvia\_burns@ios.doi.gov>, "Alspach, David" <david\_alspach@ios.doi.gov>  
**Subject:** Implementation plan  
**Attachments:** Implementation Plan.xlsx

Thanks again.

Cindy Cafaro | Departmental Freedom of Information Act Officer | US Department of the Interior

Direct: 202-208-5342 | Main: 202-208-3181

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**"Burns, Sylvia" <sylvia\_burns@ios.doi.gov>**

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**From:** "Burns, Sylvia" <sylvia\_burns@ios.doi.gov>  
**Sent:** Fri May 11 2018 13:58:13 GMT-0600 (MDT)  
**To:** "Cafaro, Cindy" <cindy\_cafaro@ios.doi.gov>  
**CC:** "Alspach, David" <david\_alspach@ios.doi.gov>  
**Subject:** Re: Implementation plan  
**Attachments:** FOIA Implementation Plan - formatted.xlsx

Here's the formatted version of the file. If you want to do hard returns within a cell, you hit "Alt" and "Enter" at the same time.

On Fri, May 11, 2018 at 3:33 PM, Cafaro, Cindy <cindy\_cafaro@ios.doi.gov> wrote:

Thanks again.

Cindy Cafaro | Departmental Freedom of Information Act Officer | US Department of the Interior

Direct: 202-208-5342 | Main: 202-208-3181

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Sylvia Burns, CIO  
Office of the Chief Information Officer | US Department of the Interior  
sylvia\_burns@ios.doi.gov | Office: 202.208.6194 | Fax: 202-501-2360  
[www.doi.gov/ocio](http://www.doi.gov/ocio)

*Our mission is your mission*

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**"Cafaro, Cindy" <cindy\_cafaro@ios.doi.gov>**

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**From:** "Cafaro, Cindy" <cindy\_cafaro@ios.doi.gov>  
**Sent:** Mon May 14 2018 07:51:43 GMT-0600 (MDT)  
**To:** "Burns, Sylvia" <sylvia\_burns@ios.doi.gov>  
**CC:** "Alspach, David" <david\_alspach@ios.doi.gov>  
**Subject:** Re: Implementation plan  
**Attachments:** FOIA Implementation Plan - formatted csc.xlsx

I've attached a new version with my office's piece now added in at the bottom, in advance of today's meeting.  
Thanks again.

Cindy Cafaro | Departmental Freedom of Information Act Officer | US Department of the Interior

Direct: 202-208-5342 | Main: 202-208-3181

On Mon, May 14, 2018 at 7:27 AM, Cafaro, Cindy <[cindy\\_cafaro@ios.doi.gov](mailto:cindy_cafaro@ios.doi.gov)> wrote:

It looks wonderful. And that's a great tip.  
Thank you!

Cindy Cafaro | Departmental Freedom of Information Act Officer | US Department of the Interior

Direct: 202-208-5342 | Main: 202-208-3181

On Fri, May 11, 2018 at 3:58 PM, Burns, Sylvia <[sylvia\\_burns@ios.doi.gov](mailto:sylvia_burns@ios.doi.gov)> wrote:

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On Fri, May 11, 2018 at 3:33 PM, Cafaro, Cindy <[cindy\\_cafaro@ios.doi.gov](mailto:cindy_cafaro@ios.doi.gov)> wrote:

Thanks again.

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--

**Sylvia Burns, CIO**  
Office of the Chief Information Officer | US Department of the Interior  
[sylvia\\_burns@ios.doi.gov](mailto:sylvia_burns@ios.doi.gov) | Office: 202.208.6194 | Fax: 202-501-2360  
[www.doi.gov/ocio](http://www.doi.gov/ocio)

*Our mission is your mission*

OES FOIA Impleme ntation Plan Using Axcelera te						
Office	May 14 to 18	May 21 to 25	May 28 to June 1	June 4 to June 8	June 11 to June 15	June 18 to June 22
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DMU	1. Upload requests OS FOIA supplied. 2. Work with OCIO on streamlining. 3. Review redactions with contractor to learn how to do programtic redactions.	1. Upload requests OS FOIA asked for. 2. Work with OCIO on streamlining.	1. Upload requests OS FOIA asked for. 2. Work with OCIO on streamlining.	1. Upload requests OS FOIA asked for. 2. Work with OCIO on streamlining. 3. Determine final conversion plan.	1. Upload requests OS FOIA asked for.	1. Routinely upload requests that came in on June 18 or later.
OCIO	1. Work with OS FOIA, DMU, and Departmental FOIA Policy staff on streamlining steps for upload process. 2. Work with OS FOIA, DMU, Departmental FOIA Policy staff, and contractor on identifying and activating helpful options. 3. Conduct initial reviews on matters uploaded prior to go-live. 4. Review redactions with contractor to learn how to do programtic redactions. 5. Verify de-duplication functionality.	1. Work with OS FOIA, DMU, and Departmental FOIA Policy staff on implementing streamlining steps 2. Work with OS FOIA, DMU, Departmental FOIA Policy staff, and contractor on activating helpful options that weren't activated in previous week.	1. Work with OS FOIA, DMU, and Departmental FOIA Policy staff on streamlining steps	1. Work with OS FOIA, DMU, and Departmental FOIA Policy staff on streamlining steps. 2. Determine final conversion plan.	1. Implement final conversion plan.	1. Continue implementing final conversion plan, if needed.
SOL	1. Identify requests OS should ask to upload to Axcelerate.	1. Identify requests OS should ask to upload to Axcelerate 2. Review packages in Axcelerate.	1. Identify requests OS should ask to upload to Axcelerate 2. Review packages in Axcelerate.	1. Identify requests OS should ask to upload to Axcelerate 2. Review packages in Axcelerate.	1. Review packages in Axcelerate.	1. Review packages in Axcelerate.



## OES FOIA Implementation Plan Using Axcelerate

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<b>OS FOIA</b>	<ol style="list-style-type: none"> <li>1. Identify any requests gathered from eERDMS for uploading to Axcelerate (use Beta Test Chart and Justin Davis Chart for list of these requests) and ask DMU support process.</li> <li>2. Ask DMU support to upload requests specifically requested by SOL to be upload in first wave to Axcelerate (related reassignment FOIA requests).</li> <li>3. Begin to review these requests in Axcelerate.</li> <li>4. Conduct initial reviews on matters uploaded prior to go-live.</li> <li>5. Review redactions with contractor to learn how to do programtic redactions.</li> <li>6. Target at least 1 request to enter Legal Review.</li> </ol>	<ol style="list-style-type: none"> <li>1. Continue to identify requests gathered from eERDMS or that SOL has asked to be included</li> <li>2. Ask DMU support to upload these requests into Axcelerate</li> <li>3. Continue to review these requests in Axcelerate.</li> <li>4. Begin to share packages with SOL for review.</li> </ol>	<ol style="list-style-type: none"> <li>1. Continue to identify requests gathered from eERDMS or that SOL has asked to be in the first wave</li> <li>2. Ask DMU support to upload these requests into Axcelerate</li> <li>3. Continue to review these requests in Axcelerate</li> <li>4. Begin to share packages with SOL for review</li> <li>5. Begin to share with awareness reviewers.</li> </ol>	<ol style="list-style-type: none"> <li>1. Continue to identify requests gathered from eERDMS or that SOL has asked to be included</li> <li>2. Ask DMU support to upload these requests into Axcelerate</li> <li>3. Continue to review these requests in Axcelerate.</li> <li>4. Continue to share packages with SOL for review</li> <li>5. Begin to share packages with awareness reviewers.</li> <li>6. Determine final conversion plan.</li> </ol>	<ol style="list-style-type: none"> <li>1. Continue to identify requests gathered from eERDMS or that SOL has asked to be included</li> <li>2. Ask DMU support to upload these requests into Axcelerate</li> <li>3. Continue to review these requests in Axcelerate</li> <li>4. Continue to share requests with SOL for review</li> <li>5. Share with awareness reviewers</li> <li>6. Prepare to use streamlined process to routinely include requests that came in on June 18 or later in Axcelerate.</li> </ol>	<ol style="list-style-type: none"> <li>1. Ask DMU support to upload all requests received on or after June 18 into Axcelerate</li> <li>2. Review these requests in Axcelerate</li> <li>3. Share packages with SOL for review through Axcelerate.</li> <li>4. Share packages with awareness reviewers through Axcelerate.</li> </ol>
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Office	May 14 to 18	May 21 to 25	May 28 to June 1	June 4 to June 8	June 11 to June 15	June 18 to June 22
<b>OS FOIA</b>	<ol style="list-style-type: none"> <li>1. Identify any requests gathered from eERDMS for uploading to Axcelerate (use Beta Test Chart and Justin Davis Chart for list of these requests) and ask DMU support process.</li> <li>2. Ask DMU support to upload requests specifically requested by SOL to be upload in first wave to Axcelerate (related reassignment FOIA requests).</li> <li>3. Begin to review these requests in Axcelerate.</li> <li>4. Conduct initial reviews on matters uploaded prior to go-live.</li> <li>5. Review redactions with contractor to learn how to do programmatic redactions.</li> <li>6. Target at least 1 request to enter Legal Review.</li> </ol>	<ol style="list-style-type: none"> <li>1. Continue to identify requests gathered from eERDMS or that SOL has asked to be included</li> <li>2. Ask DMU support to upload these requests into Axcelerate</li> <li>3. Continue to review these requests in Axcelerate.</li> <li>4. Begin to share packages with SOL for review.</li> </ol>	<ol style="list-style-type: none"> <li>1. Continue to identify requests gathered from eERDMS or that SOL has asked to be in the first wave</li> <li>2. Ask DMU support to upload these requests into Axcelerate</li> <li>3. Continue to review these requests in Axcelerate</li> <li>4. Begin to share packages with SOL for review</li> <li>5. Begin to share with awareness reviewers.</li> </ol>	<ol style="list-style-type: none"> <li>1. Continue to identify requests gathered from eERDMS or that SOL has asked to be included</li> <li>2. Ask DMU support to upload these requests into Axcelerate</li> <li>3. Continue to review these requests in Axcelerate.</li> <li>4. Continue to share packages with SOL for review</li> <li>5. Begin to share packages with awareness reviewers.</li> <li>6. Determine final conversion plan.</li> </ol>	<ol style="list-style-type: none"> <li>1. Continue to identify requests gathered from eERDMS or that SOL has asked to be included</li> <li>2. Ask DMU support to upload these requests into Axcelerate</li> <li>3. Continue to review these requests in Axcelerate</li> <li>4. Continue to share requests with SOL for review</li> <li>5. Share with awareness reviewers</li> <li>6. Prepare to use streamlined process to routinely include requests that came in on June 18 or later in Axcelerate.</li> </ol>	<ol style="list-style-type: none"> <li>1. Ask DMU support to upload all requests received on or after June 18 into Axcelerate</li> <li>2. Review these requests in Axcelerate</li> <li>3. Share packages with SOL for review through Axcelerate.</li> <li>4. Share packages with awareness reviewers through Axcelerate.</li> </ol>
<b>DMU</b>	<ol style="list-style-type: none"> <li>1. Upload requests OS FOIA supplied.</li> <li>2. Work with OCIO on streamlining.</li> <li>3. Review redactions with contractor to learn how to do programmatic redactions.</li> </ol>	<ol style="list-style-type: none"> <li>1. Upload requests OS FOIA asked for.</li> <li>2. Work with OCIO on streamlining.</li> </ol>	<ol style="list-style-type: none"> <li>1. Upload requests OS FOIA asked for.</li> <li>2. Work with OCIO on streamlining.</li> </ol>	<ol style="list-style-type: none"> <li>1. Upload requests OS FOIA asked for.</li> <li>2. Work with OCIO on streamlining.</li> <li>3. Determine final conversion plan.</li> </ol>	<ol style="list-style-type: none"> <li>1. Upload requests OS FOIA asked for.</li> </ol>	<ol style="list-style-type: none"> <li>1. Routinely upload requests that came in on June 18 or later.</li> </ol>
<b>OCIO</b>	<ol style="list-style-type: none"> <li>1. Work with OS FOIA, DMU, and Departmental FOIA Policy staff on streamlining steps for upload process.</li> <li>2. Work with OS FOIA, DMU, Departmental FOIA Policy staff, and contractor on identifying and activating helpful options.</li> <li>3. Conduct initial reviews on matters uploaded prior to go-live.</li> <li>4. Review redactions with contractor to learn how to do programmatic redactions.</li> <li>5. Verify de-duplication functionality.</li> </ol>	<ol style="list-style-type: none"> <li>1. Work with OS FOIA, DMU, and Departmental FOIA Policy staff on implementing streamlining steps</li> <li>2. Work with OS FOIA, DMU, Departmental FOIA Policy staff, and contractor on activating helpful options that weren't activated in previous week.</li> </ol>	<ol style="list-style-type: none"> <li>1. Work with OS FOIA, DMU, and Departmental FOIA Policy staff on streamlining steps</li> </ol>	<ol style="list-style-type: none"> <li>1. Work with OS FOIA, DMU, and Departmental FOIA Policy staff on streamlining steps.</li> <li>2. Determine final conversion plan.</li> </ol>	<ol style="list-style-type: none"> <li>1. Implement final conversion plan.</li> </ol>	<ol style="list-style-type: none"> <li>1. Continue implementing final conversion plan, if needed.</li> </ol>
<b>SOL</b>	<ol style="list-style-type: none"> <li>1. Identify requests OS should ask to upload to Axcelerate.</li> </ol>	<ol style="list-style-type: none"> <li>1. Identify requests OS should ask to upload to Axcelerate</li> <li>2. Review packages in Axcelerate.</li> </ol>	<ol style="list-style-type: none"> <li>1. Identify requests OS should ask to upload to Axcelerate</li> <li>2. Review packages in Axcelerate.</li> </ol>	<ol style="list-style-type: none"> <li>1. Identify requests OS should ask to upload to Axcelerate</li> <li>2. Review packages in Axcelerate.</li> </ol>	<ol style="list-style-type: none"> <li>1. Review packages in Axcelerate.</li> </ol>	<ol style="list-style-type: none"> <li>1. Review packages in Axcelerate.</li> </ol>



# Conversation Contents

## FOIA tracker - Field descriptions

"Webster, Sulafa" <[sulafa\\_webster@ios.doi.gov](mailto:sulafa_webster@ios.doi.gov)>

---

**From:** "Webster, Sulafa" <[sulafa\\_webster@ios.doi.gov](mailto:sulafa_webster@ios.doi.gov)>  
**Sent:** Thu May 10 2018 10:23:35 GMT-0600 (MDT)  
**To:** "Cafaro, Cindy" <[cindy\\_cafaro@ios.doi.gov](mailto:cindy_cafaro@ios.doi.gov)>  
**CC:** Clarice Julka <[clarice\\_julka@ios.doi.gov](mailto:clarice_julka@ios.doi.gov)>  
**Subject:** Re: FOIA tracker - Field descriptions

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3.0 - Record Processing  
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Hi, Sulafa. I've made some fast changes and look forward to speaking with you today.  
Thanks.

Cindy Cafaro | Departmental Freedom of Information Act Officer | US Department of the Interior

Direct: 202-208-5342 | Main: 202-208-3181

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I will also get you a draft of the task sheet tracker by COB today.

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**From:** "Webster, Sulafa" <sulafa\_webster@ios.doi.gov>  
**Sent:** Thu May 10 2018 12:58:22 GMT-0600 (MDT)  
**To:** "Cafaro, Cindy" <cindy\_cafaro@ios.doi.gov>, Clarice Julka <clarice\_julka@ios.doi.gov>  
**CC:** Jamie Burley <Jamie\_Burley@ios.doi.gov>  
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Below are the actions from our meeting:

[Here](#) is the FOI tracker

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**Sent:** Fri May 11 2018 07:25:30 GMT-0600 (MDT)  
**To:** "Cafaro, Cindy" <[cindy\\_cafaro@ios.doi.gov](mailto:cindy_cafaro@ios.doi.gov)>, Clarice Julka <[clarice\\_julka@ios.doi.gov](mailto:clarice_julka@ios.doi.gov)>  
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Also, in the FOIA tracker -> 'FOIA Process' tab, please enter details on what falls under the *awareness review*. Alternatively, you can email me the details and I can enter it.

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**From:** "Cafaro, Cindy" <[cindy\\_cafaro@ios.doi.gov](mailto:cindy_cafaro@ios.doi.gov)>  
**Sent:** Mon May 14 2018 09:03:17 GMT-0600 (MDT)  
**To:** "Webster, Sulafa" <[sulafa\\_webster@ios.doi.gov](mailto:sulafa_webster@ios.doi.gov)>  
**CC:** Clarice Julka <[clarice\\_julka@ios.doi.gov](mailto:clarice_julka@ios.doi.gov)>  
**Subject:** Re: FOIA tracker - Field descriptions

Hi, Sulafa. Forgive me if you're getting this information twice, but I did update this at the end of last week and think it is ready for the next step. Thanks again.

Cindy Cafaro | Departmental Freedom of Information Act Officer | US Department of the Interior

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OS-2018-00959-000041



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Good morning Cindy,

Thank you for the updates. The only missing information is in the 'FOIA Process' tab of the [FOIA tracker](#). We need some details for the Awareness review section. Otherwise the FOIA tracker - phase 1 is done. Will you be presenting it today?

Please note, I hide the 'Dashboard' tab. I will provide you a list of possible metrics this week.

I am also working on the FOIA task log.

Thank you,

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Cindy Cafaro | Departmental Freedom of Information Act Officer | US Department of the Interior

Direct: 202-208-5342 | Main: 202-208-3181

On Wed, May 9, 2018 at 10:37 AM, Webster, Sulafa <[sulafa\\_webster@ios.doi.gov](mailto:sulafa_webster@ios.doi.gov)> wrote:

Hello Cindy and Clarice,

Thank you for a great discussion yesterday on the [FOIA tracker](#). I made a few updates based on our conversation. Can you please add content into the Field descriptions tab? Please provide content in columns C and D of the tab. I entered some content too. Feel free to edit or tweak as you see fit.

I will also get you a draft of the task sheet tracker by COB today.

Thank you,

Sulafa

--

**Sulafa S. Webster**  
Capital Planner  
Booz Allen Hamilton - Contractor  
U.S. Department of the Interior  
Office of the Chief Information Officer | Strategy, Portfolio Planning and Integration Branch  
Office Phone: 202-513-7792 | Email: [sulafa\\_webster@ios.doi.gov](mailto:sulafa_webster@ios.doi.gov)  
Telework Day: Tuesday

--

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OS-2018-00959-000044

**"Cafaro, Cindy" <cindy\_cafaro@ios.doi.gov>**

---

**From:** "Cafaro, Cindy" <cindy\_cafaro@ios.doi.gov>  
**Sent:** Mon May 14 2018 09:25:45 GMT-0600 (MDT)  
**To:** "Webster, Sulafa" <sulafa\_webster@ios.doi.gov>  
**CC:** Clarice Julka <clarice\_julka@ios.doi.gov>, Jamie Burley <Jamie\_Burley@ios.doi.gov>  
**Subject:** Re: FOIA tracker - Field descriptions

Thank you, Sulafa. I've made added information to that section—I hope it works for everyone.

Cindy Cafaro | Departmental Freedom of Information Act Officer | US Department of the Interior

Direct: 202-208-5342 | Main: 202-208-3181

On Mon, May 14, 2018 at 11:14 AM, Webster, Sulafa <[sulafa\\_webster@ios.doi.gov](mailto:sulafa_webster@ios.doi.gov)> wrote:

Good morning Cindy,

Thank you for the updates. The only missing information is in the 'FOIA Process' tab of the [FOIA tracker](#). We need some details for the Awareness review section. Otherwise the FOIA tracker - phase 1 is done. Will you be presenting it today?

Please note, I hide the 'Dashboard' tab. I will provide you a list of possible metrics this week.

I am also working on the FOIA task log.

Thank you,

Sulafa

On Mon, May 14, 2018 at 11:07 AM, Cafaro, Cindy <[cindy\\_cafaro@ios.doi.gov](mailto:cindy_cafaro@ios.doi.gov)> wrote:

Hi, Sulafa. I updated both of these on Friday (as you may have seen). Unless Clarice or Jamie have suggested changes (please feel free), I think my piece is set for now.  
Thank again.

Cindy Cafaro | Departmental Freedom of Information Act Officer | US Department of the Interior

Direct: 202-208-5342 | Main: 202-208-3181

On Thu, May 10, 2018 at 2:58 PM, Webster, Sulafa <[sulafa\\_webster@ios.doi.gov](mailto:sulafa_webster@ios.doi.gov)> wrote:

Hello again,

Thanks for another great conversation today. Clarice, sorry about the phone issues earlier.

Below are the actions from our meeting:

[Here](#) is the FOI tracker

- I made the updates we discussed.
- Cindy: Please update the field descriptions.
- Dashboard: I will get a list of possible metrics and schedule a meeting to review early next week.
- All except dashboard will be ready by 5/14.

[Here](#) is the FOI task log

- Cindy and Clarice: Please send the task area breakdowns to me
- Sulafa: work on creating totals per week and per month, if possible.
- Will shoot to have this log done by 5/21.

Please let me know if you have any questions or concerns.

Thank you,

Sulafa

On Thu, May 10, 2018 at 12:23 PM, Webster, Sulafa <[sulafa\\_webster@ios.doi.gov](mailto:sulafa_webster@ios.doi.gov)> wrote:

- 1.0 - Intake and Initial Response
- 2.0 - Search
- 3.0 - Record Processing
- 4.0 - Review



5.0 - Awareness  
6.0 - Out-processing  
7.0 - Litigation

On Thu, May 10, 2018 at 9:43 AM, Cafaro, Cindy <[cindy\\_cafaro@ios.doi.gov](mailto:cindy_cafaro@ios.doi.gov)> wrote:  
Hi, Sulafa. I've made some fast changes and look forward to speaking with you today.  
Thanks.

Cindy Cafaro | Departmental Freedom of Information Act Officer | US Department of the Interior

Direct: 202-208-5342 | Main: 202-208-3181

On Wed, May 9, 2018 at 10:37 AM, Webster, Sulafa <[sulafa\\_webster@ios.doi.gov](mailto:sulafa_webster@ios.doi.gov)> wrote:  
Hello Cindy and Clarice,

Thank you for a great discussion yesterday on the [FOIA tracker](#). I made a few updates based on our conversation. Can you please add content into the Field descriptions tab? Please provide content in columns C and D of the tab. I entered some content too. Feel free to edit or tweak as you see fit.

I will also get you a draft of the task sheet tracker by COB today.

Thank you,

Sulafa

--

**Sulafa S. Webster**  
Capital Planner  
Booz Allen Hamilton - Contractor  
U.S. Department of the Interior  
Office of the Chief Information Officer | Strategy, Portfolio Planning and Integration Branch  
Office Phone: 202-513-7792 | Email: [sulafa\\_webster@ios.doi.gov](mailto:sulafa_webster@ios.doi.gov)  
Telework Day: Tuesday

--

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Telework Day: Tuesday



## Conversation Contents

Draft as discussed

Attachments:

/20. Draft as discussed/1.1 Implementation Plan.xlsx

**"Cafaro, Cindy" <cindy\_cafaro@ios.doi.gov>**

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**From:** "Cafaro, Cindy" <cindy\_cafaro@ios.doi.gov>  
**Sent:** Wed May 09 2018 10:32:24 GMT-0600 (MDT)  
**To:** "Alspach, David" <david\_alspach@ios.doi.gov>  
**Subject:** Draft as discussed  
**Attachments:** Implementation Plan.xlsx

Thanks again.

Cindy Cafaro | Departmental Freedom of Information Act Officer | US Department of the Interior

Direct: 202-208-5342 | Main: 202-208-3181

OES FOIA Implementation Plan Using Accelerate

Office	May 14 to 18	May 21 to 25	May 28 to June 1	June 4 to June 8	June 11 to June 15	June 18 to June 22
OS FOIA	1. Identify any requests gathered from eERDMS for uploading to Accelerate (use Beta Test Chart and Justin Davis Chart for list of these requests) and ask DMU support to upload these in 2. Ask DMU support to upload requests specifically requested by SOL to be upload in first wave to Accelerate (Clarice has a list) 3. Begin to review these requests in Accelerate	1. Continue to identify requests gathered from eERDMS or that SOL has asked to be included 2. Ask DMU support to upload these requests into accelerate 3. Continue to review these requests in Accelerate 4. Begin to share requests with SOL for review	1. Continue to identify requests gathered from eERDMS or that SOL has asked to be in the first wave 2. Ask DMU support to upload these requests into accelerate 3. Continue to review these requests in Accelerate 4. Begin to share requests with SOL for review 5. Begin to share with awareness reviewers	1. Continue to identify requests gathered from eERDMS or that SOL has asked to be included 2. Ask DMU support to upload these requests into accelerate 3. Continue to review these requests in Accelerate 4. Continue to share requests with SOL for review 5. Begin to share with awareness reviewers	1. Continue to identify requests gathered from eERDMS or that SOL has asked to be included 2. Ask DMU support to upload these requests into accelerate 3. Continue to review these requests in Accelerate 4. Continue to share requests with SOL for review 5. Share with awareness reviewers 6. Prepare to use streamlined process to routinely include requests that came in on June 18 or later in Accelerate	1. Ask DMU support to upload all requests received on or after June 18 into Accelerate 2. Review these requests in Accelerate 3. Share requests with SOL for review 5. Share with awareness reviewers
DMU	1. Upload in requests OS FOIA asked for 2. Work with OCIO on streamlining	1. Upload in requests OS FOIA asked for 2. Work with OCIO on streamlining	1. Upload in requests OS FOIA asked for 2. Work with OCIO on streamlining	1. Upload in requests OS FOIA asked for s 2. Work with OCIO on streamlining	1. Upload in requests OS FOIA asked for	upload in requests OS FOIA asks
OCIO	1. Work with OS FOIA, DMU, and Departmental FOIA Policy staff on streamlining steps for upload process 2. Work with OS FOIA, DMU, Departmental FOIA Policy staff, and contractor on identifying and activating helpful options (e.g., deduplication)	1. Work with OS FOIA, DMU, and Departmental FOIA Policy staff on streamlining steps 2. Work with OS FOIA, DMU, Departmental FOIA Policy staff, and contractor on activating helpful options that weren't activated in previous week	1. Work with OS FOIA, DMU, and Departmental FOIA Policy staff on streamlining steps	1. Work with OS FOIA, DMU, and Departmental FOIA Policy staff on streamlining steps	N/A	N/A
SOL	1. Identify requests OS should ask to upload to Accelerate	1. Identify requests OS should ask to upload to Accelerate 2. Review packages in Accelerate	1. Identify requests OS should ask to upload to Accelerate 2. Review packages in Accelerate	1. Identify requests OS should ask to upload to Accelerate 2. Review packages in Accelerate	1. Identify requests OS should ask to upload to Accelerate 2. Review packages in Accelerate	1. Identify requests OS should ask to upload to Accelerate 2. Review packages in Accelerate

## Conversation Contents

Awareness draft for your review

**Attachments:**

/21. Awareness draft for your review/1.1 4 19 Meeting Draft FOIA Memo 5.9.18.docx

**"Cafaro, Cindy" <cindy\_cafaro@ios.doi.gov>**

---

**From:** "Cafaro, Cindy" <cindy\_cafaro@ios.doi.gov>  
**Sent:** Wed May 09 2018 06:46:44 GMT-0600 (MDT)  
**To:** "Irish, Tony" <tony.irish@sol.doi.gov>  
**CC:** Timothy Murphy <timothy.murphy@sol.doi.gov>, Rachel Spector <rachel.spector@sol.doi.gov>  
**Subject:** Awareness draft for your review  
**Attachments:** 4 19 Meeting Draft FOIA Memo 5.9.18.docx

Thanks again.

Cindy Cafaro | Departmental Freedom of Information Act Officer | US Department of the Interior

Direct: 202-208-5342 | Main: 202-208-3181

Memorandum

To: Assistant Secretaries  
Heads of Bureaus and Offices  
Bureau/Office FOIA Officers

From: Cindy Cafaro  
Departmental FOIA Officer

Subject: Awareness Process for Freedom of Information Act Productions

For more than 6 years, the Department of the Interior (Department) leadership has had awareness of Freedom of Information Act (FOIA) releases on a case-by-case basis. Given the [REDACTED] (b) (5) the unprecedented number of incoming FOIA requests,<sup>2</sup> and increased litigation the Department has faced in the past year,<sup>3</sup> we are now formalizing the awareness process, as follows, to ensure it is consistent and effective.<sup>4</sup>

1)

2)

(b) (5)

<sup>2</sup> In Fiscal Year (FY) 2016, the Department received 6,428 FOIA requests. In FY 2017, the Department received 8,005 FOIA requests. In FY 2018, to date, the Department has received more than 5,000 FOIA requests. Some Bureaus have particularly large increases in FOIA requests. For example, in FY 2016, the Office of the Secretary (OS) received 512 FOIA requests. In FY 2017, OS received 1,226 FOIA requests. In FY 2018, to date, OS has received more than 1,000 FOIA requests. For more information on previous fiscal years, see the Department's [FOIA Annual Reports](#).

<sup>3</sup> For example, in FY 2016, 24 FOIA cases were filed that were handled by the Office of the Solicitor's Division of General Law (DGL). In FY 2017, 59 FOIA cases were filed that were handled by DGL. In FY 2018, to date, more than 40 FOIA cases have been filed that are being handled by DGL.

<sup>4</sup> Please note that this policy, in its entirety, does not apply to the Office of Inspector General's (OIG) FOIA personnel or processes. Other Bureaus should continue, however, to consult with OIG as they normally would for any documents that originated with or contain reference to OIG business, including OIG investigations, audits, or inspections. See [43 C.F.R. § 2.13\(b\)](#) (requiring a Bureau—other than OIG—that receives a request for records in its possession that another Bureau created or is substantially concerned with to either (1) consult with the other Bureau before deciding whether to release or withhold the records; or (2) refer the request, along with the records, to that other Bureau for direct response).

<sup>5</sup> See [383 DM 15](#) § 15.6.H (outlining the responsibilities of the office and/or employee that will be making a final decision on a particular FOIA request).

<sup>6</sup> See [383 DM 15](#) § 15.6.L (outlining the responsibilities of all employees of the Department to respond promptly and accurately to FOIA-related requests).



3)

4)



- 5) FOIA personnel search responsive emails for the names of current Presidentially Appointed, Senate Confirmed (PAS) and/or Schedule C employees.
- 6) If the names of current PAS and/or Schedule C employees are identified:
  - i. FOIA personnel notify each PAS and/or Schedule C employee identified in responsive emails (Reviewer) and provide the Reviewer access to the full set of responsive records (in the same format and with the same withholdings that have been approved, as appropriate, by SOL or the Office of Inspector General).<sup>9</sup>
  - ii. FOIA personnel simultaneously include a SOL attorney (when applicable, the SOL attorney that reviewed proposed redactions and/or is handling related FOIA litigation) on the notification discussed above.
  - iii. Each Reviewer has up to 72 hours to review the responsive records.
    - a. If a Reviewer needs a reasonable amount of additional time to review the responsive records, he/she must inform the FOIA personnel (b) (5) within 72 hours.
    - b. If a Reviewer does not reply to the FOIA personnel (b) (5) within 72 hours, the Reviewer's silence will be taken as an affirmation that the Reviewer has concluded his/her review.
- 7) FOIA personnel respond to the FOIA requester in accordance with their usual response process, (b) (5)

As you know, FOIA is a statutory requirement, and full and timely compliance with your FOIA obligations is expected. The awareness process discussed above does not change the Department's statutory or, when applicable, litigation deadlines and must be conducted within those existing deadlines.

If you need assistance with a particular FOIA request, please contact your Bureau FOIA Officer using the information found at <https://www.doi.gov/foia/contacts>. If you have general FOIA questions, please contact me at (202) 208-5342 or [cindy\\_cafaro@ios.doi.gov](mailto:cindy_cafaro@ios.doi.gov).

<sup>7</sup> See 5 U.S.C. §§ 552(a)(8) & (b) (outlining FOIA exemptions and foreseeable harm); 43 C.F.R. § 2.13(b); see also 383 DM 15 § 15.6.H.

<sup>8</sup> See 43 C.F.R. § 2.23(c) (requiring Bureaus to consult with SOL before withholding a record in full or in part).

<sup>9</sup> This is true even if the FOIA personnel is not in the same Bureau as the PAS and/or Schedule C employee identified in responsive emails.

cc: Sylvia Burns, Chief FOIA Officer  
Timothy Murphy, Acting Deputy Solicitor, Division of General Law, Office of the Solicitor  
FOIA Contacts

DRAFT

## Conversation Contents

Draft awareness process memo for your review

**Attachments:**

/23. Draft awareness process memo for your review/1.1 4 19 Meeting Draft FOIA Memo 5.8.18..docx

**"Cafaro, Cindy" <cindy\_cafaro@ios.doi.gov>**

---

**From:** "Cafaro, Cindy" <cindy\_cafaro@ios.doi.gov>  
**Sent:** Wed May 09 2018 05:34:51 GMT-0600 (MDT)  
**To:** Juliette Lillie <juliette\_lillie@ios.doi.gov>  
**Subject:** Draft awareness process memo for your review  
**Attachments:** 4 19 Meeting Draft FOIA Memo 5.8.18..docx

Hi, Julie. Here's the draft, per your request. Thanks for reviewing this.

Since Friday, this draft, or slightly earlier versions of it, has been reviewed by David (although I will be waiting to hear back from him before I take it final); Mary, Stefanie, and Greg of OIG; Rob, Shane, and Steve of OES; and Tony. I have not heard back from Sylvia yet and I will reach out to her today. Tony and Rachel of SOL will be looking at this version today, and Tim may too.

Cindy Cafaro | Departmental Freedom of Information Act Officer | US Department of the Interior

Direct: 202-208-5342 | Main: 202-208-3181



Memorandum

To: Assistant Secretaries  
Heads of Bureaus and Offices  
Bureau/Office FOIA Officers

From: Cindy Cafaro  
Departmental FOIA Officer

Subject: Awareness Process for Freedom of Information Act Productions

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- 1) (b) (5)
- 2) (b) (5)

(b) (5)

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3)

4)

(b) (5)

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  - ii. FOIA personnel carbon copy a SOL attorney (when applicable, the SOL attorney that reviewed proposed redactions and/or is handling related FOIA litigation) on the notification discussed above.
  - iii. Each Reviewer has up to 72 *hours* to review the responsive records.
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cc: Sylvia Burns, Chief FOIA Officer  
Timothy Murphy, Acting Deputy Solicitor, Division of General Law, Office of the Solicitor  
FOIA Contacts

DRAFT

# Conversation Contents

## Outline

## Attachments:

/30. Outline/1.1 OS FOIA Processing Flow Charts.pptx

"Howarth, Robert" <robert\_howarth@ios.doi.gov>

---

**From:** "Howarth, Robert" <robert\_howarth@ios.doi.gov>  
**Sent:** Thu May 03 2018 14:48:37 GMT-0600 (MDT)  
**To:** Cindy Cafaro <cindy\_cafaro@ios.doi.gov>, Clarice Julka <clarice\_julka@ios.doi.gov>  
**Subject:** Outline  
**Attachments:** OS FOIA Processing Flow Charts.pptx

Hello Clarice and Cindy. Below is what we need to work on tomorrow, (perhaps even this weekend) and into next week. This has been provided to SOL...they are meeting with David at 8:15 tomorrow morning.

(b) (6) will not be arriving the office until 11:00. Until then, the two of you will have to work together on #1 and we will regroup when I get into the office to see where we are. We need to get Julie our draft by COB tomorrow.

1) **Complete documenting current processing steps and protocols - Complete by 5/7** (Julie and SOL will need to see by COB Friday 5/4). In our narrative (remember, Tim wants narrative...legal brief?), we may want to contrast with past practices...utilize overview process Cindy created and PowerPoint attached

Overview via Clarice:

FOIA Requests comes in via email, fax, or mail (who collects, reviews, etc?):

Administrative staff logs (how many staff?) in request into EFTS, create electronic folder and physical folder. With FOIA officer, determination is made to determine whether requests are perfected and sufficiently clarified.

Searches (by who and how many?) are sent out via email to appropriate custodians.

Acknowledgement letters were sent to requester (by who, how often).

Follow-up with custodians was done on periodic basis, usually weekly (what no and why?)

At the same time, simple requests were handled by administrative staff with FOIA officer.

When records are complete or if doing rolling productions, FOIA officer assigns requests to processor. Processors normally were assigned no more than 5-10 requests. Each processor reviewed the records in order based on chronological order in processing tracks.

Once reviewed, processors would conduct any necessary equity reviews. Once all equity reviews were completed, processors would consult with SOL, if needed.

Once records are returned from SOL, processors would finalize the package and prepare for release. For limited number of requests on selected tracks, FOIA officer would conduct 24 hour awareness review.

Package is released to requester. On a weekly basis, releases would be posted to OS FOIA Library if appropriate.

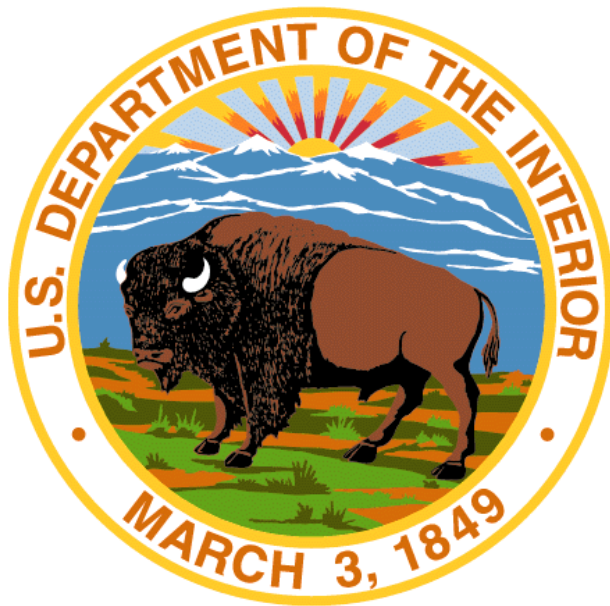
2) **Identify areas for improving processing and program management consistent with SOL guidance - Complete by 5/14**

3) **Implement improvements and standard operating procedures consistent with SOL guidance - Complete by Complete by 5/18**

Thanks, Rob

--

Robert Howarth  
Deputy Director for Correspondence and FOIA Management  
Office of the Executive Secretariat and Regulatory Affairs  
Department of the Interior  
1849 C Street, NW  
Washington, DC 20240  
202-208-3181  
202-208-4451 (direct)  
202-549-8961 (cell)

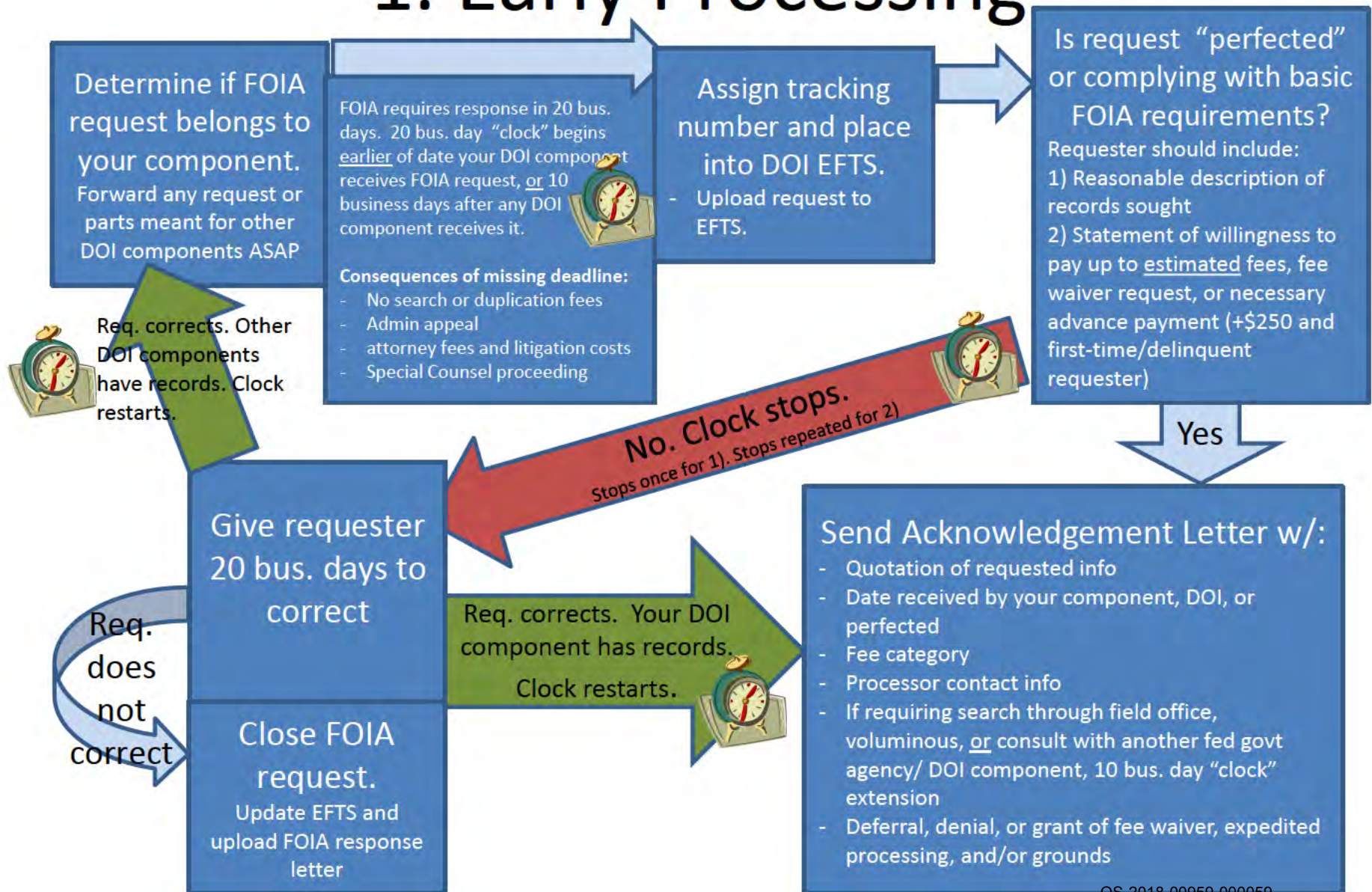


# DOI OS FOIA Processing Flow Charts

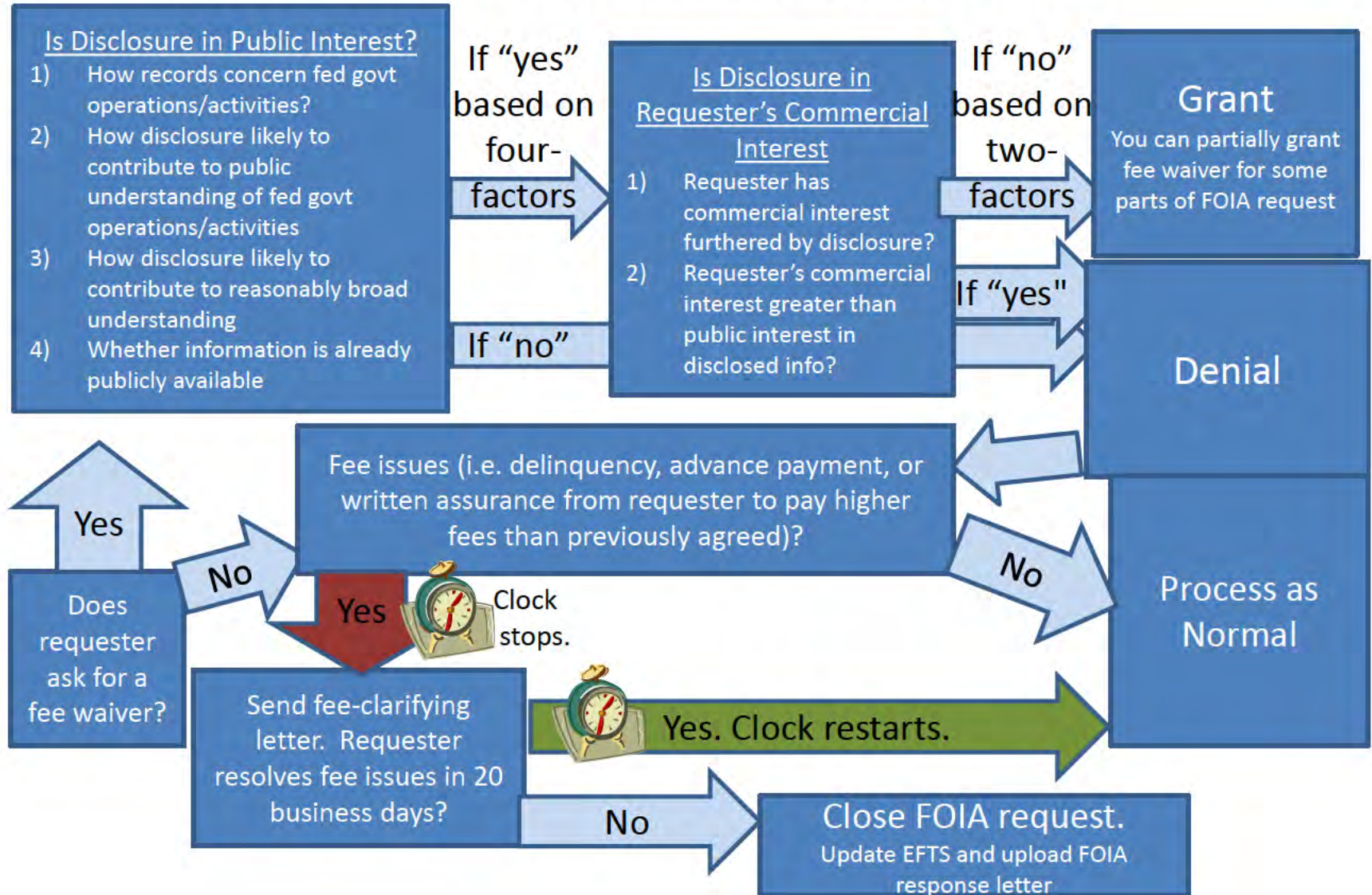
By: Richard Ha, FOIA Specialist  
Cindy Sweeny, FOIA Executive Administrative Assistant  
Clarice Julka, FOIA Officer



# 1. Early Processing

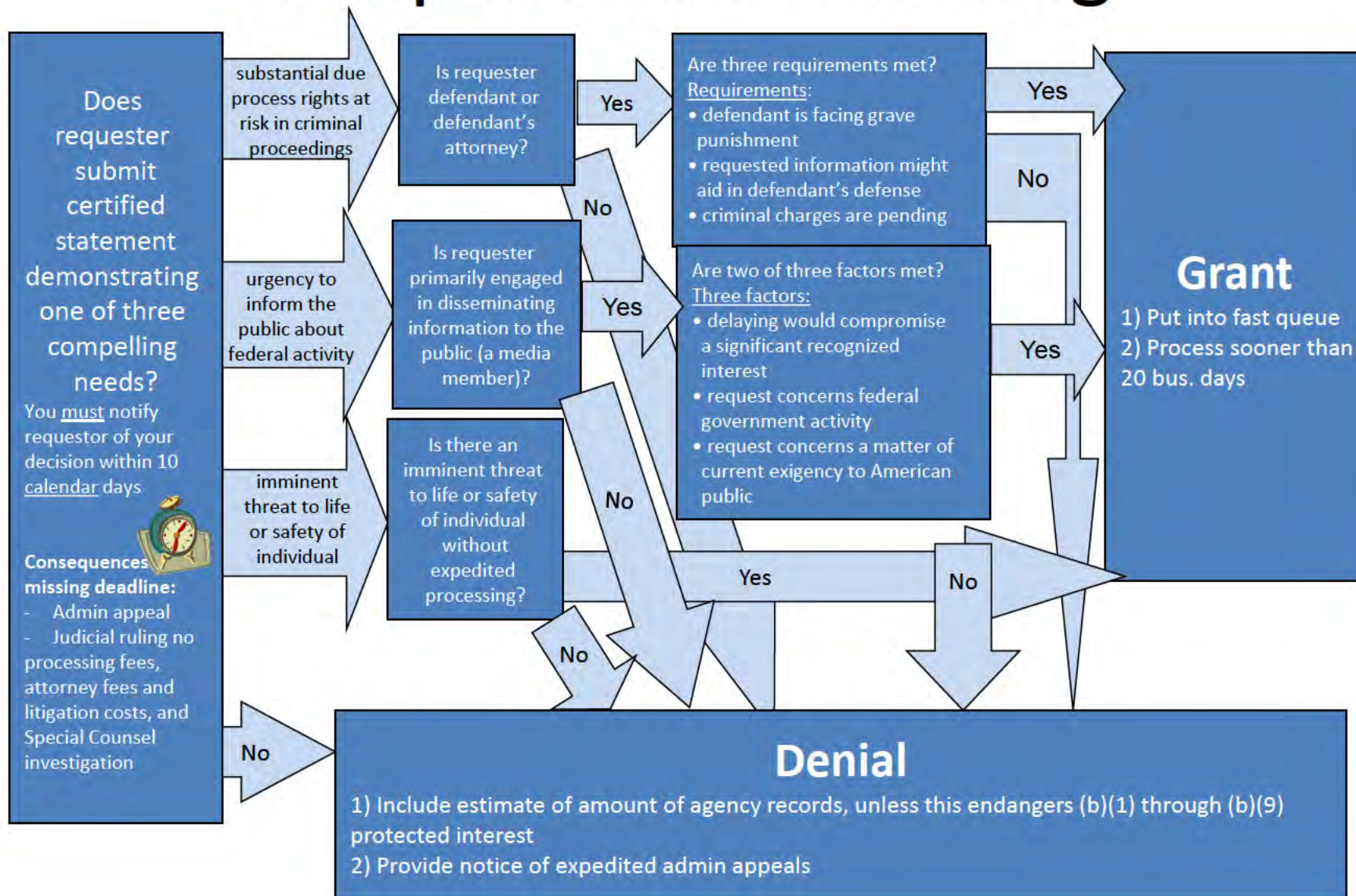


## 2. Fees and Fee Waivers

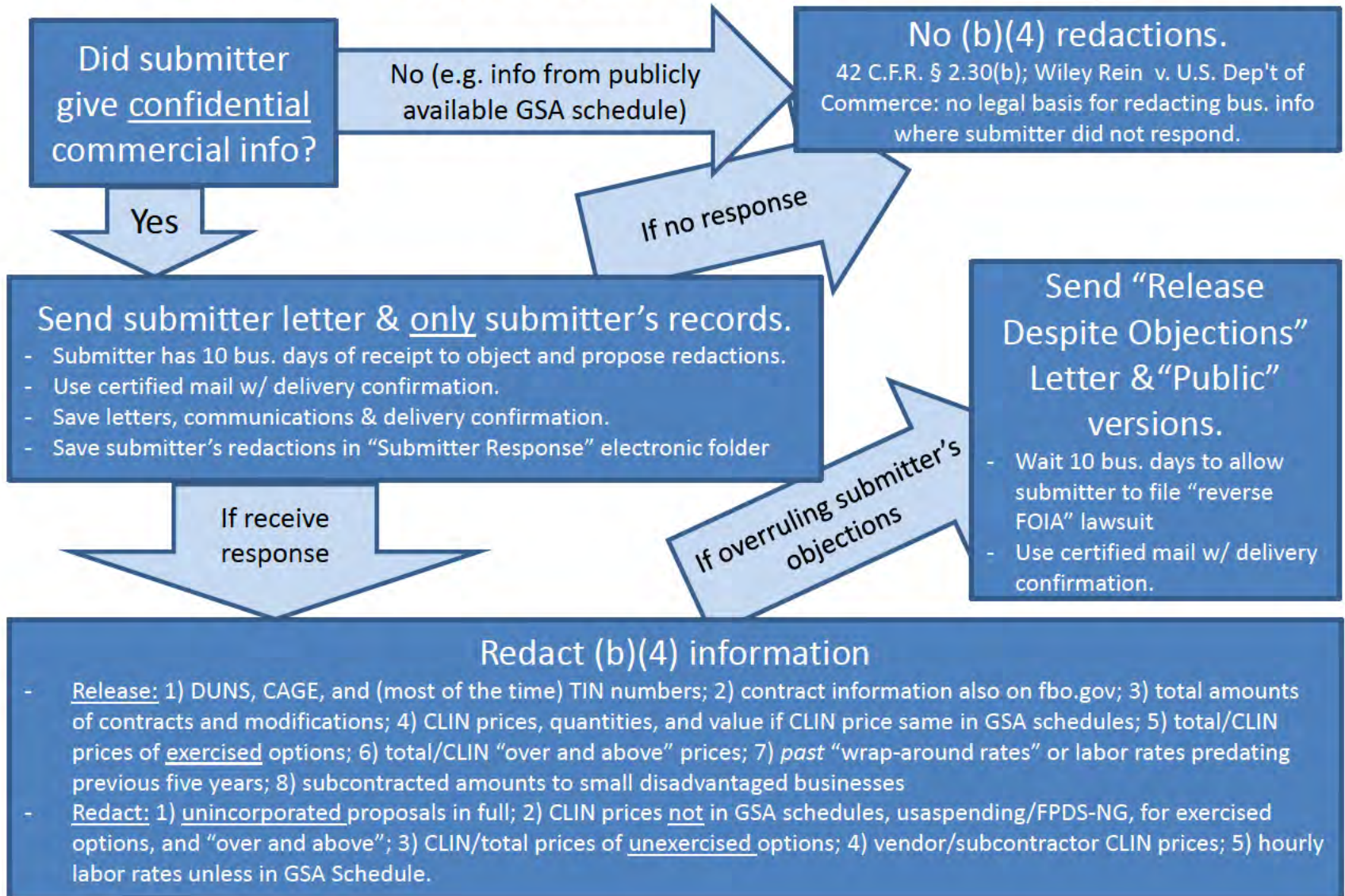




# 3. Expedited Processing



# 4. Submitter Notification & Exemption 4





# 5. Organizing Records

★ Notice that you need to make a folder for each release.

OS-2018-00959-000063

# 5. Naming Conventions

## Folder names:

- **13-00XXX** = top-level FOIA request folder
- **nonpublic** = clean, unaltered responsive documents
- **working** = redacted, revised responsive documents
- **public** = final, public responsive documents
- **\_\_\_\_\_ equities** = equities from White House or other fed govt agencies
- **\_\_\_\_\_ input** = input or redactions from White House or other fed govt agencies
- **general law** = General Law's redactions and input
- **Submitter response** – submitter's redactions to responsive documents
- Note: a FOIA request with multiple partial releases would require a **nonpublic, working, and public folder** for each release.

## Responsive Documents:

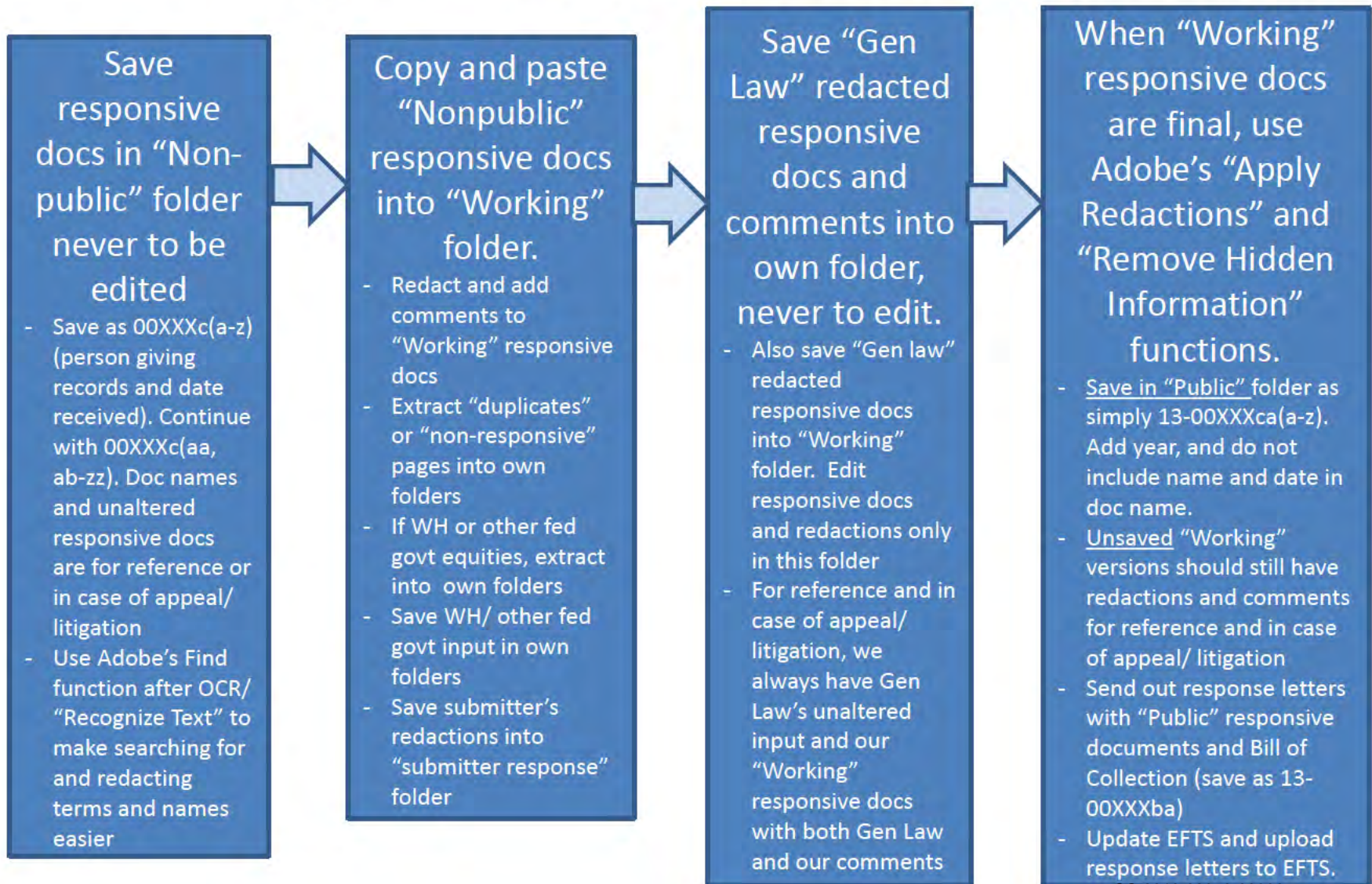
- **13-00XXXc(a-z)** = public docs, continue with **c(aa, ab-zz)**.
- **00XXXc(a-z) (person giving records and date received)** = non-final docs, continue with **c(aa, ab-zz)**.

## Records names:

- **q(a-z)** = requester's letters, email, etc. to government, continue with **q(aa, ab-zz)**
- **a(a-z)** = government's letters, email, etc. to requester, continue with **a(aa, ab-zz)**
- **n(a-z)** = government notes (internal), continue with **n(aa, ab-zz)**
- **b(a-z)** = billing records, continue with **b(aa, ab-zz)**.
- **p(a-z)** = appeal records, continue with **p(aa, ab-zz)**.
- **s(a-z)** = lawsuit records, continue with **s(aa, ab-zz)**.
- **sub(a-z)** – letters, emails, etc. to submitters, continue with **sub(aa, ab-zz)**.
- **subq(a-z)** – submitters' letters, emails, etc. to government, continue with **sub(aa, ab-zz)**.



# 5. Organizing Responsive Docs



## Conversation Contents

Invitation: AECA Review & Redaction Session 2 @ Thu May 3, 2018 2pm - 3pm (EDT)  
(cindy\_cafaro@ios.doi.gov)

### Attachments:

/32. Invitation: AECA Review & Redaction Session 2 @ Thu May 3, 2018 2pm - 3pm (EDT)  
(cindy\_cafaro@ios.doi.gov)/1.1 invite.ics  
/32. Invitation: AECA Review & Redaction Session 2 @ Thu May 3, 2018 2pm - 3pm (EDT)  
(cindy\_cafaro@ios.doi.gov)/1.2 invite.ics

David Alspach <david\_alspach@ios.doi.gov>

---

**From:** David Alspach <david\_alspach@ios.doi.gov>  
**Sent:** Thu Apr 26 2018 13:02:18 GMT-0600 (MDT)  
**To:** cindy\_cafaro@ios.doi.gov, jamie\_burley@ios.doi.gov, jamie\_aguilar@ios.doi.gov, ngoc\_nguyen@ios.doi.gov  
**Subject:** Invitation: AECA Review & Redaction Session 2 @ Thu May 3, 2018 2pm - 3pm (EDT) (cindy\_cafaro@ios.doi.gov)  
**Attachments:** invite.ics invite.ics

### AECA Review & Redaction Session 2

[more details »](#)

Everyone,

This is session 2 of the first class. Again, Jamie A just for system availability awareness.

Thanks,  
Dave A,

**When** Thu May 3, 2018 2pm – 3pm Eastern Time

**Where** IBC-SIB IM Conference Bridge (b) (5) OS-OCIO Magnolia Conference Room 7013 MIB ([map](#))

**Video call** (b) (5)

**Calendar** cindy\_cafaro@ios.doi.gov

**Who**

- david\_alspach@ios.doi.gov - organizer
- jamie\_burley@ios.doi.gov
- jamie\_aguilar@ios.doi.gov
- cindy\_cafaro@ios.doi.gov
- ngoc\_nguyen@ios.doi.gov

Going? [Yes](#) - [Maybe](#) - [No](#) [more options »](#)

Invitation from [Google Calendar](#)

You are receiving this email at the account cindy\_cafaro@ios.doi.gov because you are subscribed for invitations on calendar cindy\_cafaro@ios.doi.gov.

To stop receiving these emails, please log in to <https://www.google.com/calendar/> and change your notification settings for this calendar.

Forwarding this invitation could allow any recipient to modify your RSVP response. [Learn More](#).



**From:** [david\\_alspach@ios.doi.gov](mailto:david_alspach@ios.doi.gov)  
**To:** [jamie\\_burley@ios.doi.gov](mailto:jamie_burley@ios.doi.gov); [jamie\\_aguilar@ios.doi.gov](mailto:jamie_aguilar@ios.doi.gov); [david\\_alspach@ios.doi.gov](mailto:david_alspach@ios.doi.gov); [cindy\\_cafaro@ios.doi.gov](mailto:cindy_cafaro@ios.doi.gov); [ngoc\\_nguyen@ios.doi.gov](mailto:ngoc_nguyen@ios.doi.gov)  
**Subject:** AECA Review & Redact on Sess on 2  
**Start:** Thursday, May 03, 2018 2:00:00 PM  
**End:** Thursday, May 03, 2018 3:00:00 PM  
**Location:** IBC-SIB IM Conference Bridge (b) (5) OS-OCIO Magnolia Conference Room 7013 MIB

---

Everyone,

This is session 2 of the first class. Again, Jamie A just for system availability awareness.

Thanks,  
Dave A.

-----  
Please do not edit this section of the description.

This event has a Google Hangouts video call.

Join (b) (5)

View your event at (b) (5)

-----

**From:** [david\\_alspach@ios.doi.gov](mailto:david_alspach@ios.doi.gov)  
**To:** [jamie\\_burley@ios.doi.gov](mailto:jamie_burley@ios.doi.gov); [jamie\\_aguilar@ios.doi.gov](mailto:jamie_aguilar@ios.doi.gov); [david\\_alspach@ios.doi.gov](mailto:david_alspach@ios.doi.gov); [cindy\\_cafaro@ios.doi.gov](mailto:cindy_cafaro@ios.doi.gov); [ngoc\\_nguyen@ios.doi.gov](mailto:ngoc_nguyen@ios.doi.gov)  
**Subject:** AECA Review & Redact on Sess on 2  
**Start:** Thursday, May 03, 2018 2:00:00 PM  
**End:** Thursday, May 03, 2018 3:00:00 PM  
**Location:** IBC-SIB IM Conference Bridge (b) (5) OS-OCIO Magnolia Conference Room 7013 MIB

---

Everyone,

This is session 2 of the first class. Again, Jamie A just for system availability awareness.

Thanks,  
Dave A.

-----  
Please do not edit this section of the description.

This event has a Google Hangouts video call.

Join (b) (5)

View your event at (b) (5)

-----

## Conversation Contents

attached

**Attachments:**

/35. attached/1.1 steps.docx

**"Julka, Clarice" <clarice\_julka@ios.doi.gov>**

---

**From:** "Julka, Clarice" <clarice\_julka@ios.doi.gov>  
**Sent:** Mon Apr 23 2018 12:52:37 GMT-0600 (MDT)  
**To:** Cindy Cafaro <cindy\_cafaro@ios.doi.gov>  
**Subject:** attached  
**Attachments:** steps.docx

?

Clarice Julka  
Department of the Interior  
Office of the Secretary, FOIA Office  
1849 C Street, NW, MS-7328  
Washington, D.C. 20240  
[Clarice\\_Julka@ios.doi.gov](mailto:Clarice_Julka@ios.doi.gov)  
(202) 513-0765 - phone  
(202) 208-6045 - direct line  
(202) 219-2374 - fax

Intake:

Log request into EFTS

Determine tracking

Determine if perfected

Evaluate Fee issues

Evaluate Expedited Processing

Prepare paper folder and save request

Prepare electronic folder and save request

Search:

Determine Custodian(s)

Continue to evaluate fees

Send request to Custodian(s) for search

Acknowledge:

Prepare acknowledgement letter

Advise requester of fee waiver determination

Advise requester of expedited processing determination

Advise requester of track

Take extension if needed

Follow-up with Custodians as need to obtain records

Consult with OCIO on technical issues

When records are received:

Determine if rolling productions are feasible

Start reviewing records for responsiveness and exemptions.

Research legal issues as needed.



Conduct consultation with other bureaus, agencies, and/or private entities.

Prepare package for legal review.

Prepare package for White House review, if needed.

Meet with and coordinate with SOL

Prepare awareness reviews and monitor whether awareness reviews have been completed.

Finalize package.

Release records to requester.

Post to OS FOIA library.

## Conversation Contents

### Updated EFTS training slides

#### Attachments:

/36. Updated EFTS training slides/1.1 Introduction to the EFTS 2-23-18.pdf  
/36. Updated EFTS training slides/9.1 smime.p7s  
/36. Updated EFTS training slides/11.1 smime.p7s  
/36. Updated EFTS training slides/19.1 image.png  
/36. Updated EFTS training slides/20.1 image.png  
/36. Updated EFTS training slides/21.1 image.png  
/36. Updated EFTS training slides/22.1 image.png  
/36. Updated EFTS training slides/23.1 image.png  
/36. Updated EFTS training slides/24.1 image.png  
/36. Updated EFTS training slides/25.1 image.png  
/36. Updated EFTS training slides/26.1 image.png  
/36. Updated EFTS training slides/27.1 image.png  
/36. Updated EFTS training slides/28.1 image.png  
/36. Updated EFTS training slides/29.1 image.png  
/36. Updated EFTS training slides/30.1 image.png  
/36. Updated EFTS training slides/30.2 EFTS User Administrators role.docx  
/36. Updated EFTS training slides/31.1 image.png  
/36. Updated EFTS training slides/31.2 User Roles in the EFTS.docx  
/36. Updated EFTS training slides/32.1 image.png  
/36. Updated EFTS training slides/33.1 image.png  
/36. Updated EFTS training slides/34.1 image.png  
/36. Updated EFTS training slides/35.1 image.png  
/36. Updated EFTS training slides/35.2 User Roles in the EFTS\_Diem update.docx  
/36. Updated EFTS training slides/36.1 image.png  
/36. Updated EFTS training slides/37.1 image.png  
/36. Updated EFTS training slides/38.1 image.png  
/36. Updated EFTS training slides/39.1 image.png  
/36. Updated EFTS training slides/40.1 image.png  
/36. Updated EFTS training slides/41.1 image.png  
/36. Updated EFTS training slides/42.1 image.png  
/36. Updated EFTS training slides/43.1 image.png  
/36. Updated EFTS training slides/44.1 image.png  
/36. Updated EFTS training slides/45.1 image.png  
/36. Updated EFTS training slides/46.1 image.png  
/36. Updated EFTS training slides/47.1 image.png  
/36. Updated EFTS training slides/48.1 image.png  
/36. Updated EFTS training slides/49.1 image.png  
/36. Updated EFTS training slides/49.2 User Roles in the EFTS\_Diem update.docx  
/36. Updated EFTS training slides/50.1 image.png

"Cafaro, Cindy" <cindy\_cafaro@ios.doi.gov>

---

**From:** "Cafaro, Cindy" <cindy\_cafaro@ios.doi.gov>  
**Sent:** Fri Feb 23 2018 06:27:46 GMT-0700 (MST)  
**To:** Robert Howarth <robert\_howarth@ios.doi.gov>  
**BCC:** Cat Sam Cat Contact List <catsamcat\_contact\_list@ios.doi.gov>  
**Subject:** Updated EFTS training slides  
**Attachments:** Introduction to the EFTS 2-23-18.pdf

Good morning, everyone. As you know, we frequently make changes and improvements to the Electronic FOIA Tracking System. The updated EFTS training slides attached reflect changes from the last year and provide guidance on a number of subjects where EFTS usage is not intuitive.

Regardless of when you last took EFTS training, if you use the EFTS, I suggest you review these slides at your convenience.

Thank you.

Cindy Cafaro | Departmental Freedom of Information Act Officer | US Department of the Interior

Direct: 202-208-5342 | Main: 202-208-3181

# INTRODUCTION TO THE EFTS, OR;

How I Learned to Stop Worrying and  
Love the Database



Image from Columbia Pictures Dr. Strangelove. Found at <http://agentpalmer.com/wp-content/uploads/2015/01/Slim-Pickens-as-Major-TJ-King-Kong.jpg>

**Developed by the Departmental FOIA  
Policy Office**

# Course Outline

- Steps to Getting Access
- Your EFTS Responsibilities
- Logging In
- Navigating the EFTS
- Before Creating an Entry
- Working with Entries
- Running Reports

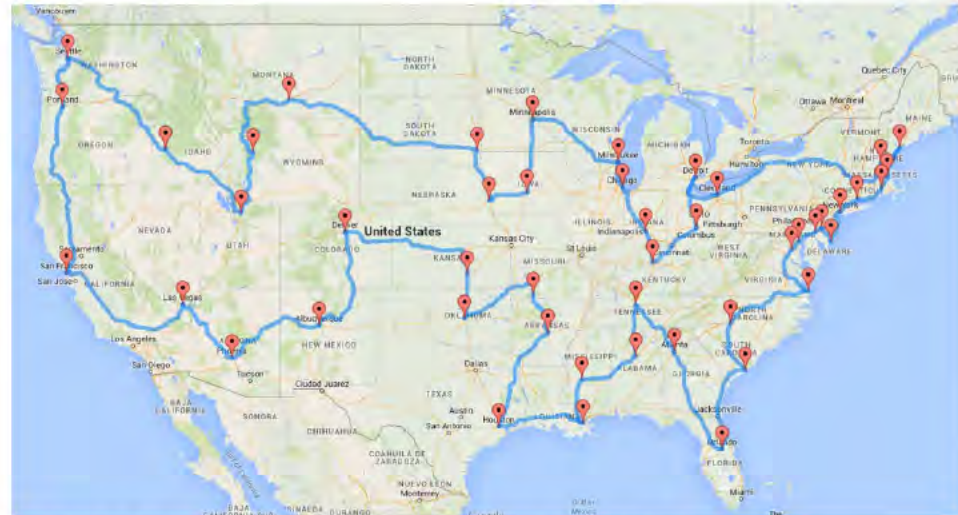


Image found at: <http://www.randalolson.com/wp-content/uploads/best-road-trip-popular-cities.png>



# Steps to Getting Access

**Before acquiring EFTS access, you must...**

- Review the Department's FOIA guidance (especially the Department's FOIA regulations, Departmental Manual, and Handbook), found at:  
<https://www.doi.gov/foia/news/guidance/>
- Complete this (highly) entertaining introductory course.
- Complete the EFTS Rules of Behavior form and provide it to your Bureau FOIA Officer.



Image found at [https://lh6.ggpht.com/LrNp0TvqeBJ1B6SGSqRwxbTILYOHLoQesteGiGIVqnbSXb2Xae\\_fzdGBsSmtJqOA=w300](https://lh6.ggpht.com/LrNp0TvqeBJ1B6SGSqRwxbTILYOHLoQesteGiGIVqnbSXb2Xae_fzdGBsSmtJqOA=w300)



Image found at [http://samsungrumors.net/wp-content/uploads/2016/05/retinal\\_scanner\\_samsung.jpg](http://samsungrumors.net/wp-content/uploads/2016/05/retinal_scanner_samsung.jpg)

# Your EFTS Responsibilities

## What are my responsibilities as an EFTS user?

In accordance with [383 DM 15.6.J](#), all EFTS users are responsible for:

- Complying with any training and/or certification requirements of the Departmental FOIA Policy Office; and
- Completing all required and/or appropriate data fields in an accurate, consistent, complete, and timely manner (i.e., within one workday of receipt or other change in status).



OS-2018-00959-000076



# Logging In

- For your first EFTS login, enter the username and password you received from your Bureau FOIA Officer and click **Log On**.

The screenshot shows the login interface for the Department of the Interior Electronic FOIA Tracking System. At the top, a yellow header bar contains the text "Department of the Interior Electronic FOIA Tracking System". Below this, a message reads "Please enter your user name and password to log on to this application." There are two input fields: "User Name:" and "Password:". Below the password field are two buttons: "Log On" and "Clear". At the bottom of the form area, a note states "Note: Javascript must be enabled to access this site."

- You will see Privacy Act and Security Warning statements, if your login was successful, and click **I Agree**.

The screenshot displays the Privacy Act and Security Warning statements. At the top, a yellow header bar contains the text "Department of the Interior Electronic FOIA Tracking System". Below this, a "Logout" link is visible. The "Privacy Act" section includes the following text: "This is a Privacy Act System of Records (DOI-71:Electronic FOIA Tracking System and FOIA Case Files - INTERIOR). ACCESS: Access to this information is limited to only those officers and employees of the Department of Interior who have a need for the information in the performance of their duties. Disclosure without the consent of the subject of the information is restricted unless required by the Freedom of Information Act to those listed in the Federal Register notice under the 'routine use' section; for the purposes identified in that section; and to those identified in 43 CFR 2.52. These records may not be altered or destroyed except as authorized by 43 CFR 2.52. Please contact your office's Privacy Act Officer for advice on disclosure restrictions. CRIMINAL PENALTIES FOR DISCLOSURE: The privacy act contains provisions for criminal penalties for knowingly and willfully disclosing information from this file unless properly authorized. Fines shall not exceed more than \$5,000." The "Security Warning" section includes the following text: "WARNING TO USERS OF THIS SYSTEM This is a United States Government computer system, maintained by the Department of the Interior, to provide Official Unclassified U.S. Government information only. Use of this system by any authorized or unauthorized users constitutes consent to monitoring, retrieval, and disclosure by authorized personnel. USERS HAVE NO REASONABLE EXPECTATION OF PRIVACY IN THE USE OF THIS SYSTEM. Unauthorized use may subject violators to criminal, civil, and/or disciplinary action." At the bottom, there is a button labeled "I Agree".

- The EFTS will display an error message if your login failed. After three failed login attempts, the EFTS will lock your user account. Contact your Bureau FOIA Officer for assistance.
- Your Bureau FOIA Officer can reset your password.**

# Logging In (Cont.)

The EFTS will require you to change your temporary password after your first login. The following password policy is in effect for the EFTS:

- Passwords must be at least 12 characters in length and contain at least one character from each of the following categories: uppercase, lowercase, number, and special character (non-alpha numeric).  
Example: DaNgErZoNe\$1988.

- Passwords will expire after 60 days.

- Passwords cannot be reused. Ever.

- Passwords are case-sensitive. For example, the EFTS recognizes "Dangerzone\$1988" and "DaNgErZoNe\$1988" as two different passwords.

## 25 Worst Passwords

RANK	PASSWORD	RANK	PASSWORD
1	123456	14	111111
2	password	15	1qaz2wsx
3	12345678	16	dragon
4	qwerty	17	master
5	12345	18	monkey
6	123456789	19	letmein
7	football	20	login
8	1234	21	princess
9	1234567	22	qwertyuiop
10	baseball	23	solo
11	welcome	24	passw0rd
12	1234567890	25	starwars
13	abc123		



# Navigating the EFTS

## Home

The **EFTS Current FOIA Summary** is the **Home** screen for all EFTS users. It consists of two tabs: **My Summary** and **Summary**.

- The **My Summary** tab displays the last 50 FOIA requests received by your office, region, or bureau (based on your assigned user role). Use the drop-down filter to display all Open, Completed, or Closed requests.

Department of the Interior Electronic FOIA Tracking System

Home | FOIA Request | Reports | Administration | Change Password | Logoff

EFTS Current FOIA Summary

My Summary | Summary

Filter: My Summary Show

FOIA Number | Date Due | Requester | Status | Subject

OCIO-2016-00009	04/18/2016	Blue, Moon	Open	Test estimate processing completion date###
-----------------	------------	------------	------	---

- You can view the last 50 requests entered by employees across the Department, your bureau (default view), and your region (if applicable) on the **Summary** tab.

Department of the Interior Electronic FOIA Tracking System

Home | FOIA Request | Reports | Administration | Change Password | Logoff

EFTS Current FOIA Summary

My Summary | Summary

My Bureau

Filter: Summary Show Switch To: DOI Wide View My Bureau My Region

FOIA Number | Receipt Date | Date Due | Requester | Status | Subject

OCIO-2016-00009	04/18/2016	09/26/2016	Blue, Moon	Open	Test estimate processing completion date###
-----------------	------------	------------	------------	------	---

# Navigating the EFTS (Cont.)

## Navigation Menu Bar

### Department of the Interior Electronic FOIA Tracking System

Home	FOIA Request ▶	Reports ▶	Administration ▶	Change Password	Logoff
------	----------------	-----------	------------------	-----------------	--------

The navigation menu bar is anchored atop the EFTS screen of all users. Your navigation menu bar options are based on your assigned user role.

- Select **Home** to return to the **Home – EFTS Current Summary** screen.
- Select **Change Password** to change your EFTS password.
- Select **Logoff** to exit the EFTS when you are done using the system. **If you do not, you may be temporarily locked out of the system!**



# Navigating the EFTS (Cont.)

## Other Navigation Tips

- **Be sure to save your work every step of the way.** After 10 minutes of inactivity, you will be timed out of the EFTS and will lose all your unsaved changes. *You also will forfeit the **FOIA Number** that was being used if you have not completed the Request and Requester sections of your entry's **Basic Form tab**.*
- Do not refresh your browser while you are logged into an entry. You will lose all your unsaved changes and may be timed out of the system.
- The EFTS is chock full of validations. If you attempt to save or close out an incomplete entry, a pop-up window will outline what you need to do.





# Before Creating an Entry

have received the same request by selecting **Find FOIA** from the **FOIA Request** drop-down menu on the navigation menu bar.



Image found at <https://www.flickr.com/photos/plagspotter/8180434469>

- Enter a search term in one of the search fields and click **Go**.
- To load a FOIA request entry that is displayed in the **Search Results** box, double-click on the **FOIA Number**.
- If you load a FOIA from the **Find FOIA Search Results** box, you can return to your initial search results by clicking **Unload** at the bottom of the entry you are viewing.
- If you discover that another part of your bureau and/or another bureau has received the same request, contact your Bureau FOIA Officer for further instructions before creating a new entry.

Department of the Interior Electronic FOIA Tracking System							
Home	FOIA Request ▾	Reports ▾	Administration ▾	Change Password	Logoff		
<b>Find A FOIA</b>							
<div>Find</div> <div>Search:</div> <div>FOIA Number: <input type="text"/></div> <div>Organization: <input type="text"/></div> <div>Requester Name: <input type="text"/></div> <div>Subject Keyword: <input type="text"/></div> <div>Go</div> <div>Clear Results</div>							
<b>Search Results:</b>							
FOIA Number	Status	Disposition	If Other	If Other (Specify)	Requester	Organization	OS-2018-00959-000082

# Before Creating an Entry (Cont.)

- If your bureau has received a consultation from another Federal agency or another bureau, record the consultation by clicking **Consultations** from the **Administration** drop-down menu on the navigation menu bar.
- Click **Create New Consultation**, complete all applicable fields, then click **Save**.

**Department of the Interior Electronic FOIA Tracking System**

Home | FOIA Request ▾ | Reports ▾ | Administration ▾ | Change Password | Logoff

### Create/Edit Consultation

Consultation Number:(Auto)

Created By:(Auto)

Last Saved By:(Auto)

Status: Open ▾

Subject:

Agency:

☐ Internal  ▾

☒ External  ▾

Date Received:

Date Completed:

(MM/DD/YYYY)

(MM/DD/YYYY)

Comments:

Save

OS-2018-00959-000083



# Creating an Entry

- After you have checked for duplicate entries and ensured that the request is 1) not a consultation, 2) is not a request for records exclusively within a Privacy Act system of records, and 3) no Privacy Act exemption will apply for any records located, select **Create New FOIA** under the **FOIA Request** drop-down menu on the navigation bar to create a new entry.

Department of the Interior Electronic FOIA Tracking System					
Home	FOIA Request ▾	Reports ▾	Administration ▾	Change Password	Logoff
EFTS	Create New FOIA	FOIA Summary			
	Find FOIA				
	Summary				

Each entry includes tabs you can use to record request information: **Basic Form**, **Fees**, **Attachments**, and **Response/Close** (you will not record information in the **Appeals** tab).

Department of the Interior Electronic FOIA Tracking System					
Home	FOIA Request ▾	Reports ▾	Administration ▾	Change Password	Logoff
<b>Essential FOIA Information</b>					
Basic Form	Fees	Attachments	Response/Close	Appeals	
FOIA Number: OCIO-2016-00014		Created By: feeney, tim (william)		Last Saved By: Not Yet Saved	
Request [-]					OS-2018-00959-000084
Type of Request:* FOIA ▾		Sensitivity:* None Selected... ▾		Processing:* None Selected... ▾	
				Status:* Open ▾	



# Basic Form Tab

- The EFTS will generate the read-only **Created By** field. The user's name will appear in the read-only **Entry Date** field.
- Complete the **Request** and **Requester** sections of the **Basic Form tab** within one workday of receiving the request.
- You will not be able to save the request, and the **FOIA Number** will be forfeited, if you do not complete the following fields: type of request, sensitivity, processing, original date received, date received from forwarding office (if applicable), date of request, date received, last name, and first name.

**Department of the Interior Electronic FOIA Tracking System**

Home | FOIA Request | Reports | Administration | Change Password | Logoff

**Essential FOIA Information**

Basic Form | Fees | Attachments | Response/Close | Appeals

FOIA Number: OCIO-2016-00014 Created By: fecovey, tim (williams) Last Saved By: Not Yet Saved

**Request [-]**

Type of Request\*: FOIA Sensitivity\*: None Selected... Processing\*: None Selected... Status\*: Open

Misdirected Request? ☐ Not Perfected Upon Receipt? ☐ Original Date Received: Date Received from Forwarding Office: Date Perfected\*: Date Completed\*: Entry Date: August 18, 2016 Date Received\*: Due Date for Determination: (Auto)

Unusual Circumstances? ☐ Extended Due Date for Determination: (Auto) Reason for 10-workday extension: Please Select... Estimated Processing Completion Date: (Auto)

Expedited processing requested?: ☐ Granted Denied Moot

Date consideration of expedited processing began: Date expedited processing decision was made: Date requester was informed of expedited processing decision:

Subject of Request\*: View All Add

Date Clarification Requested: Date Clarification Received: Date Clarification Due: (Auto)

Appealed? ☐ Appeal #: Litigated? ☐ Related Litigation? ☐

**Requester**

Entering the email address, mailing address, and/or fax number of the requester is required.

Last Name\*: First Name\*: Middle Initial: Prefix: Title: Address: City: State/Province: Zip/Postal: Country: Phone: Fax: Email: Home Business Organization: Requesting on behalf of someone else ☐ Name:

Check Request



# Basic Form Tab (Cont.)

## •Type of Request

•**Sensitivity:** Select **Non-Sensitive** (generally used for non-first party requests, where the requester is not seeking records that pertain to him or herself; for requests for records that do not relate to Equal Employment Opportunity (EEO) or Indian Trust issues; and for requests for records that are not contained in a Privacy Act System of Records) or **Sensitive** (generally used for first-party requests, where a requester is seeking records that pertain to him or herself; for requests for records that relate to EEO or Indian Trust issues; and for requests for records that are contained in a Privacy Act System of Records). The **Sensitivity** field determines what fields other EFTS users and the public can see if a **Bureau Log** is run to fulfill a request. This field used to have a "Super Sensitive" option, but it no longer does. If you have questions about how to fill out the **Sensitivity** field for a particular request, contact your Bureau FOIA Officer or the Departmental FOIA Policy Office.

•**Processing:** Select **Simple**, **Normal**, **Complex**, **Exceptional/Voluminous**, or **Expedited**. You can update your selection once at any time, provided the change is in good faith and you have notified the requester of the change.

•**Status:** **Open** is the default status.

•The **Misdirected Request?**, **Not Perfected Upon Receipt?**, **Original Date Received**, and **Date Received from Forwarding Office** fields enable users to properly record receipt of misdirected and/or unperfected requests.

•**Date of Request:** If you receive an undated hard copy request, use the postmark as the **Date of Request**. If there is no postmark, use the **Date Received**.

•**Date Received:** The date your bureau received the FOIA request.

•**Date Perfected:** A request is perfected when it was sent to the correct bureau contact, reasonably describes the agency records sought, and resolves all issues regarding the payment of processing fees. If it was sent to the wrong bureau contact, it was misdirected and must be sent to the proper contact ASAP. If it does not reasonably describe the agency records sought or resolve all issues regarding the payment of processing fees, it is unperfected and the requester must be contacted for clarification.



# Basic Form Tab (Cont.)

•**Due Date for Determination:** Read-only field that reflects the statutory deadline for determination based on the **Date Perfected**.

•**Date Completed:** Date your bureau issued its final response to the requester.

•**Unusual Circumstances?:** Check this box if the request is eligible for a 10-workday extension. Specify the reason for the extension in the **Reason for the 10-workday extension** drop-down menu. The reasons that can be selected under the drop-down menu are **Collecting Records/Multiple Locations**, **Voluminous Records**, and **Consultation**.

•**Extended Due Date for Determination:** Read-only field that reflects the extended time limit if a 10-workday extension has been taken.

•**Estimated Processing Completion Date:** Read-only field the EFTS generates from the **Date Perfected** based on the selected **Processing** track.

•**Expedited processing requested?:** Check this box to record that the requester has requested expedited processing.

•**Expedited processing request decision:** Select **Granted**, **Denied**, or **Moot**.

•**Date consideration of expedited processing request began:** The date your bureau received the request for expedited processing.

•**Date expedited processing decision was made:** The date your bureau made a determination on the requester's expedited processing request.

•**Date requester was informed of expedited processing decision:** The date your bureau informed the requester of its determination of the requester's expedited processing request.



# Basic Form Tab (Cont.)

- **Subject of Request:** Click the **Add** button next to the **Subject** field to add up to 500 characters in the **Subject Editor** pop-up box, taking care to NOT include information that is either unrelated to the subject of the request or contains the requester's personal details (if you need more room, you can use the **General Comments** section). Click **Save** to save your updates and return to the **Basic Form tab**.

The screenshot displays the 'Subject Editor' pop-up window within the 'Department of the Interior Electronic FOIA Tracking System'. The main window has a title bar with the URL 'https://efoia.ios.doi.gov/efits/editSubject.do'. Below the title bar, the 'Subject Editor' window is open, showing a large text area for editing the subject. At the bottom of the editor, there is a 'Character Count: 0' and buttons for 'Save' and 'Close Without Saving'. In the background, the main form is visible, featuring fields for 'Expedited processing decision was made:', 'Date requester was informed of expedited processing decision:', 'Subject of Request:\*' (with 'View All' and 'Add' buttons), 'Date Clarification Requested:', 'Date Clarification Received:', 'Appealed?' (checkbox), 'Appeal #:', 'Litigated?', and a 'Requester' section with a red warning message: 'Entering the email address, mailing address, and/or fax number of the requester is required.' Below this are fields for 'Last Name:+', 'Address:', and 'Phone:'.

- **Date Clarification Requested:** The date your bureau requested clarification from the requester because the request did not reasonably describe the agency records sought.
- **Date Clarification Received:** The date the requester responded to your bureau's request for clarification on the agency records sought.
- **Date Clarification Due:** Read-only field the EFTS generates from the **Date Clarification Requested**.

# Basic Form Tab (Cont.)

- **Requester:** You must include the requester's name,
- You must also include the requester's email address and/or mailing address.
- If you are including the requester's mailing address, you must note whether it is a home or business address.
- If the requester is making the request on the behalf of someone else, record the name of the person or entity they are making the request on behalf of.

**Requester**

Entering the email address, mailing address, and/or fax number of the requester is required.

<b>Last Name: +</b>	<input type="text" value="Nguyen"/>	<b>Address:</b>	<input type="text"/>	<b>Phone:</b>	<input type="text"/>
<b>First Name: +</b>	<input type="text" value="Diem"/>	<b>City:</b>	<input type="text"/>	<b>Fax:</b>	<input type="text"/>
<b>Middle Initial:</b>	<input type="text"/>	<b>State/Province:</b>	<input type="text"/>	<b>Email:</b>	<input type="text"/>
<b>Prefix:</b>	<input type="text" value=""/>	<b>Zip/Postal:</b>	<input type="text"/>		
<b>Title:</b>	<input type="text"/>	<b>Country:</b>	<input type="text"/>		
<input type="button" value="Check Request"/>		<b>Home</b>	<b>Business</b>		
		<b>Organization:</b>	<input type="text"/>		

Requesting on behalf of someone else ☐

**Name:**

OS-2018-00959-000089



# General Comments

The **General Comments** section appears at the bottom of every entry tab. You may use it to enter reminders or notes.

*Do not add sensitive information to the **General Comments** section.*

The screenshot displays the Department of the Interior Electronic FOIA Tracking System interface. At the top, a navigation bar includes tabs for Basic Form, Fees, Attachments, Responses, and Appeals. The main header shows the FOIA Number (OCIO-2016-00014), Created By (Feeney, Tim (William)), and Last Saved By (Not Yet Saved).

The 'Request [-]' section contains various fields for request details, including Type of Request (FOIA), Sensitivity (None Selected...), Processing (None Selected...), and Status (Open). It also includes checkboxes for Misdirected Request and Not Perfected Upon Receipt, and fields for Original Date Received, Date Received, Date Performed, Date Completed, and Due Date for Determination (Auto).

A modal window titled 'Add A Comment' is open, allowing users to enter comments. The background interface shows additional fields for Unusual Circumstances, Reason for 10-workday extension, and a section for adding comments with a large text area and 'Save' and 'Close Without Saving' buttons.

Below the modal window, there are fields for the user's name (Last Name, First Name, Middle Initial), Prefix, Title, State/Province, Zip/Postal, Country, Email, and Organization. There are also checkboxes for 'Check Request' and 'Requesting on behalf of someone else'.

At the bottom, the 'General Comments' section is visible, with buttons for 'View All', 'Add', and 'Edit'. The footer shows the ID OS-2018-00959-000090.



# General Comments (Cont.)



Image found at <https://www.flickr.com/photos/plagspotter/8180434469>

Follow these steps to add comments to the **General Comments** field:

Click **Add** in the **General Comments** section. A pop-up window labeled **Add a Comment** will appear.

- Input your comment and click *Save*. The EFTS will list your saved comment under your name and the date you posted it. You cannot remove your name from the comment.

You can edit comments associated with your User ID by following these steps:

- Click **Edit** in the **General Comments** section.
- Make your edits in the **Comment Editor** box and click **Save**.

# Fees Tab

- The **Fees** tab of a FOIA request entry contains all the fields related to the fees information for that request.

**Completing all applicable sections of the Fees tab is mandatory.** Please note that some of the calculations in the Fees tab will not be finalized until you mark the request as completed.

- The EFTS will alert you if something still needs to be filled in.

Basic Form
Fees
Attachments
Response/Close
Appeals

FOIA Number: OCIO-2016-00014
Created By: feeney, tim (william)
Last Saved By: Not Yet Saved

Requester Fee Category and Fee Waiver Information

Fee category of requester:\* Please Select...
Willing to pay fee?:\* None Selected...
Specific amount the requester agreed to pay?
Date Clarification Requested:
Date Clarification Received:
Date Clarification Due: (Auto)

Advance Payment Information

Advance payment required?
Amount of advance payment required?
Reason advance payment is required: None Selected...
Date Advance Payment Requested:
Date Advance Payment Received:
Date Advance Payment Due: (Auto)

Processing Costs [-]

Search and Review Costs (You must complete all applicable Processing Costs fields regardless whether the fees fall below the \$50 threshold or the requester's fee category and/or fee waiver status):

Staff Category	Time for Search and/or Review					Rate(Per Hour)	Cost
	306 Job Series Personnel		Non-306 Job Series Personnel		Legal Personnel		
	Search	Review	Search	Review	Review		
Clerical (GS-7 and below)	0.0	0.0	0.0	0.0	0.0	\$0.00	\$0.00
Professional (GS-8 through GS-12)	0.0	0.0	0.0	0.0	0.0	\$0.00	\$0.00
Managerial (GS-13 and above)	0.0	0.0	0.0	0.0	0.0	\$0.00	\$0.00
TOTAL	0.0	0.0	0.0	0.0	0.0	N/A	\$0.00

Duplication Costs - Physical Records (You must complete all applicable Duplication Costs fields regardless whether the fees fall below the \$50 threshold or the requester's fee category and/or fee waiver status):

Type of Records	Number of Pages	Rate (Per Page)	Cost
Pages no larger than 8.5 x 14 inches, when reproduced by standard office copying machines or scanned into an electronic format	0	\$0.00	\$0.00
Color copies of pages no larger than 8.5 x 11 inches	0	\$0.00	\$0.00
Color copies of pages no larger than 11 x 17 inches	0	\$0.00	\$0.00
For other duplication costs where the fee is the direct cost to DOI, select 'Photographs and records requiring special handling' from the 'Other costs' drop-down menu below and complete the 'Other costs selected' field.	N/A		
TOTAL	0	N/A	\$0.00

Other costs (You must complete all applicable fields regardless of the requester's fee category or fee waiver status):

Photographs and records requiring special handling
Copies of pages larger than 8.5 x 14 inches
Charges for services related to processing requests for electronic records
Certification fee

Other costs selected:
Total other costs: \$0.00

Total Processing Costs

Total fee incurred (all Search/Review/Duplication/Total other costs): \$0.00
Total fee after entitlements: \$0.00

Billing

Billable fee (taking into account entitlements and waivers): \$0.00
Date of bill:
Payment due date: (Auto)
Payment received?
Delinquent requester? N

General Comments

View All Add Edit
OS-2018-00959-000092
Save Undo Changes Unlock



# Fees Tab (Cont.)

- If the **Total fee after entitlements** goes over the allotted amount that the requester is allowed to receive without being charged, the EFTS will let you know that you need to enter the information regarding **Billing**.
- Upon receipt of payment from the requester, you must go back into the EFTS and click the box for **Payment received?** (you will be allowed to do this even after the entry has been marked as completed).
  - If you do not do this, the requester will automatically be added to the **Delinquent Requesters** list.



# Attachments Tab



Upload copies of the incoming request and your bureau's partial and final response letters on the **Attachments tab**.

- Select **Request** or **Response** from the **Attachment Type** drop-down menu, as appropriate.
- Check the **Sensitive?** box, if appropriate.
- You may fill in the **Comments** field to comment on a particular attachment (versus the usual **General Comments** field).
- Click the **Choose File** button to search your computer or network for the file you would like to attach.
- Locate the attachment and click **Open**. The filename and its complete path will appear in the **File** field.
- Click **Attach** to upload the file. The EFTS will prompt you to confirm that you are uploading a request or response letter only. Click **OK** to complete the upload. The attached file will appear in the **Currently Attached Files** field.
- To remove an attached file, highlight the file you would like to remove and click **Remove**. The EFTS will prompt you to confirm this action. Click **OK** to remove the file.
- To view comments associated with an attachment, highlight the attachment you would like to view comments for and click **View Comments**. A pop-up window labeled **Attachment Comment Viewer** will display the comments.

# Attachments Tab (Cont.)

## Department of the Interior Electronic FOIA Tracking System

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### Detailed FOIA Information

Basic  
Form

Fees

Attachments

Response/  
Close

Appeals

FOIA Number: OCIO-2016-00014

Created By: feeney, tim (william)

Last Saved By: Not Yet Saved

Attachment Type: Request ▼

Sensitive? ☐

Comments:

File:

No file chosen

#### Currently Attached Files:

File	Attachment Type	Sensitive?	Comments
------	-----------------	------------	----------

--	--	--	--

#### General Comments



# Response/Close Tab

Tip: Grab a copy of the [Response/Close](#) tab and make sure you've reviewed the [Appendix](#) of the Department's FOIA handbook, which outlines basic steps for responding to FOIA requests.

•**Disposition:** A disposition is required for all requests, including those that were never perfected. Select **Total Grant**, **Partial Grant**, **Denial**, or **Other**.

- **Total Grant:** Your bureau made a full release of all records responsive to the request.
- **Partial Grant:** Your bureau provided the requester with some, but not all, of the information requested. This typically, but not always, means your bureau used exemptions in its response. It could also mean that some of the requested information was not located or was referred to another bureau or agency.
- **Denial:** Your bureau withheld all of the requested information pursuant to one of the nine exemptions. This disposition includes Glomar responses (when you tell the requester that you can neither confirm nor deny the existence of requested records and if any responsive records did happen to exist, they would be specifically protected by one or more of the nine exemptions).
- **Other:** Select **Other** when the **Total Grant**, **Partial Grant**, or **Denial** dispositions are not applicable (i.e., when the bureau did not actually process any records for disclosure or make a determination on exemptions ).
  - **if Other:** Select the appropriate sub-disposition if you selected the **Other** disposition.
- **Glomar?:** Check this box if your bureau issued a Glomar response. *Remember that you cannot issue this type of response without first contacting the Departmental FOIA Policy Staff and SOL's Division of General Law (DGL).*



# Response/Close Tab (Cont.)

**Exemptions:** You must record all the exemptions your bureau asserted in **Partial Grant** or **Denial** responses. (How many times an exemption is used in a response is not relevant here.)

- **Exemptions:** Click on an exemption to add it to the **Exemptions Invoked** box. To select multiple exemptions, press CTRL while clicking on multiple exemptions.
- **Exemptions Invoked:** All the exemptions you highlighted in the **Exemptions** box will be listed here. To remove an exemption, click on the highlighted the exemption in the **Exemptions** box.
- **\*if 3:** If you invoked Exemption 3, you must also select the Exemption 3 statute your bureau used to withhold information. Contact the Departmental FOIA Policy Office if the Exemption 3 statute you plan on using is not already listed in this field.

# Response/Close Tab (Cont.)

- **Foreseeable Harm Considered?:** You must check this box to verify that you have considered whether foreseeable harm existed before invoking a FOIA exemption. If you are invoking an exemption and this box is not checked, the EFTS will prompt you to do so.
- **Number of Pages:** Include the number of pages that were responsive to the request (whether you have redacted them or not). The breakdown of these pages will be in the disposition section. You need to enter this number regardless of the disposition of the case.
- **Solicitor Name:** If you are invoking an exemption or denying a fee waiver request, you must name the Solicitors Office attorney you consulted.



# Response/Close Tab (Cont.)

- Exclusions:** *The use of exclusions is extraordinarily rare* and must be pre-approved by DGL (who will consult with the Departmental FOIA Policy Office and the Department of Justice's Office of Information Policy (OIP)).
- Exclusions?:** Check this box if your bureau was approved to use one or more exclusions in its response.
- Exclusions:** Click on an exclusion in the **Exclusions** drop-down menu to record your bureau's use of it in a response. To select multiple exclusions, press CTRL while clicking on the multiple exclusions.
- DGL Solicitor Name:** Input the name of the DGL attorney who pre-approved the use of the exclusion(s).
- DGL Solicitor Approval Date:** Input the date that the DGL attorney pre-approved the use of the exclusion(s).
- OIP Approval Date (supplied by DGL):** Input the date that the DGL attorney obtained approval from OIP.



# Response/Close Tab (Cont.)

Par

- We annually report partial releases (also known as interim or rolling releases) in the Department's Chief FOIA Officer Report to OIP. To record partial releases in the EFTS, you must check the **Partial Releases** box, click the **Details** button, and add the date(s) your bureau made the partial release(s).

**Department of the Interior Electronic FOIA Tracking System**

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**Detailed FOIA Information**

Basic Form | Fees | Attachments | **Response/Close** | Appeals

FOIA Number: OCIO-2016-00017      Created By: feeney, tim (william)      Last Saved By: Not Yet Saved

Disposition:\* None Selected...      \*if other: None Selected...  
Glomar? ☐      \*if other (specify): None Selected...

Foreseeable Harm Considered? ☐      Exemptions:\* 01 02      Exemptions Invoked:   
\*if 3: 41 U.S.C. § 253b(m)(1) (currently at 41 U.S.C. § 4702) (contractor proposals)  
Federal Cave Protection Act of 1988 (16 U.S.C. § 4304(a))  
54 U.S.C. § 307103

Number of Pages: 0      Solicitor Name:

**Exclusion**  
Exclusion? ☐      Exclusions: (c)(1) (c)(2)  
DGL Solicitor Name:       DGL Solicitor Approval Date:       DOJ OIP Approval Date (supplied by DGL):

**Partial Releases**  
Partial Release? ☐      Details

**General Comments**  
View All   Add   Edit

Save   Undo Changes   Unlock

OS-2018-00959-000100

# Closing Out an Entry



Image from Huffington Post stock images. Found at <http://images.huffingtonpost.com/2014-05-29-iStockHuffPostCelebrationMay2920142.jpg>

After you have reviewed your entry and you are ready to close it out, complete the **Status** and **Date Completed** fields on the **Basic Form tab**.

- If you selected a **Total Grant**, **Partial Grant**, **Denial**, or **Other – No Records** disposition, select **Completed** from the **Status** drop-down menu.
- If you selected any of the **Other** dispositions besides **No Records**, select **Closed** from the **Status** drop-down menu.
  - Remember that a **Closed** request often will not have a perfected date.

Click **Save**, follow the EFTS's prompts to correct any automatic validation errors , click **Unload** to check the request back in, and upload the final response letter on the **Attachments tab**.



# Appeals Tab

- The **Appeals tab** contains information about administrative appeals the FOIA requester has filed for any of the reasons listed in [Subpart H](#) of the Department's FOIA regulations.
- All EFTS users have read-only access to the **Appeals tab**.

**Department of the Interior Electronic FOIA Tracking System**

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**Detailed FOIA Information**

Basic Form	Fees	Attachments	Response/Close	Appeals								
<p>FOIA Number: OCTO-2016-00014</p> <p> <b>Appeal Number:*</b> <input type="text"/> <b>Date of Appeal:*</b> <input type="text"/> <b>Date Received:*</b> <input type="text"/> <b>Sensitivity:*</b> Non-sensitive ▼         </p> <p> <b>Date Perfected:*</b> <input type="text"/> <b>Due Date for Determination:</b> (Auto)         <b>Date Completed:*</b> <input type="text"/> <b>Status:*</b> Open ▼         </p>												
<p><b>Appellant(s):</b></p> <table border="1"> <thead> <tr> <th>First Name</th> <th>Last Name</th> <th>Organization</th> <th>Filed on Behalf Of</th> </tr> </thead> <tbody> <tr> <td colspan="4"><input type="text"/></td> </tr> </tbody> </table>					First Name	Last Name	Organization	Filed on Behalf Of	<input type="text"/>			
First Name	Last Name	Organization	Filed on Behalf Of									
<input type="text"/>												
<p><b>Subject of Appeal:*</b> <input type="text"/> <b>Bureau FOIA Contact:</b> <input type="text"/></p>												
<p> <b>Disposition:*</b> Please Select... ▼           <b>Reason Other than Exemptions for Denial(DOI specified):*</b> Please Select... ▼           <b>Other Reasons for Denial (additional DOI specified reasons):*</b> Please Select... ▼         </p>												
<p> <b>Exemptions:*</b> <div> 01 02 03 04 05 </div> <b>Exemptions relied upon on appeal to withhold information:</b> <input type="text"/> </p>												
<p> <b>*if 3:</b> <div> 41 U.S.C. § 253b(m)(1) (currently at 41 U.S.C. § 4702) (contractor proposals)  Federal Cave Protection Act of 1980 (16 U.S.C. § 4304(a))  54 U.S.C. § 307103  16 U.S.C. § 470hh (Archaeological Resources Protection Act of 1979)  25 U.S.C. § 2103(c) (Indian Mineral Development Act of 1982) </div> </p>												
<p><b>Appeal Comments:</b> <input type="text"/></p>												
<p>Save Undo Changes Unlock</p>												



# Remanded Appeals

- For requests that have already been completed when the appeal is remanded, create a new request in the EFTS.
  - The **Date of Request**, **Date Received**, and **Date Perfected** should all be the date the appeal decision was issued.
  - The processing track must be based on the timeframe for response the FOIA/PA Appeals Officer specifies in the remand.
  - In **General Comments** section, describe the remanded activity/activities and cross reference both the original request's EFTS number and the Appeal number.
  - Send the requester a new acknowledgement letter, referencing the new EFTS number and the Appeal number.
- For requests that are still open in the EFTS, the remand must be noted in the **General Comments** section, along with the Appeal number. A new FOIA Number/entry and acknowledgement letter will not be necessary.

# Running Reports

All EFTS users have access to several different reports to aid management of their FOIA workload. Click on the **Reports** drop-down menu on the navigation menu bar for access to get started with any one of the following reporting tools:

- **Search Report**
- **Predefined Reports**
- **Bureau Log**
- **Delinquent Requesters**
- **Backlog Report**



Image locate in Google Images at

[https://www.google.com/search?hl=en&q=business+application&tbn=isch&tbs=simg:CAQSIQEJBeDJ0Nhyng8aiQELEKJU2AQaAggEDAsQslynCBpiCmAIAxIo5wWfEs8SrwLOEqASkgGUAtkF-Qa7KPI28DbAPrwo-jayKLU-5TbnNhowGk651ihzH6DaZZ1o3P0p7C4kpwszLZlp7py2nqoW7U\\_1rBuS7bicxZwWelzW\\_1AQgLIAQMCCxOrv4IGgoKCAgBEgQZgr8VDA&sa=X&ved=0ahUKEwjx6e3Bt63PAhUBXT4KHcHyC6MQwg4IGygA&biw=1920&bih=995](https://www.google.com/search?hl=en&q=business+application&tbn=isch&tbs=simg:CAQSIQEJBeDJ0Nhyng8aiQELEKJU2AQaAggEDAsQslynCBpiCmAIAxIo5wWfEs8SrwLOEqASkgGUAtkF-Qa7KPI28DbAPrwo-jayKLU-5TbnNhowGk651ihzH6DaZZ1o3P0p7C4kpwszLZlp7py2nqoW7U_1rBuS7bicxZwWelzW_1AQgLIAQMCCxOrv4IGgoKCAgBEgQZgr8VDA&sa=X&ved=0ahUKEwjx6e3Bt63PAhUBXT4KHcHyC6MQwg4IGygA&biw=1920&bih=995)



# Search Report

Select **Search Report** to run customized reports.

- You will see the **Input Filters** screen first. Click on the desired **Input Filter** boxes and complete their corresponding fields in the Filtered Values column to select which EFTS fields you would like to search.

**Department of the Interior Electronic FOIA Tracking System**

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### Search Report

**Search Report**

**Input Filters:**

Select To Include	Field Name	Filtered Value
<input type="checkbox"/>	Bureau =	Bureau Of Indian Affairs
<input type="checkbox"/>	Region =	Please Select...
<input type="checkbox"/>	Office =	No Offices Available
<input type="checkbox"/>	FOIA Number =	
<input type="checkbox"/>	Request Status =	Open
<input type="checkbox"/>	Request Type =	FOIA
<input type="checkbox"/>	Date of Request =	to
<input type="checkbox"/>	Date of Completion =	to
<input type="checkbox"/>	Date Received =	to
<input type="checkbox"/>	Date Perfected =	to
<input type="checkbox"/>	Type of Processing =	Normal
<input type="checkbox"/>	Subject Keyword =	
<input type="checkbox"/>	Requester Last Name =	
<input type="checkbox"/>	Requester First Name =	
<input type="checkbox"/>	Requester Fee Category =	Commercial Use
<input type="checkbox"/>	Requester Organization =	
<input type="checkbox"/>	Requester Type =	Commercial(business)
<input type="checkbox"/>	Willingness to pay fees =	Agreed to pay all applicable fees
<input type="checkbox"/>	Litigated =	
<input type="checkbox"/>	Appealed =	
<input type="checkbox"/>	Date Due =	to
<input type="checkbox"/>	Exemptions =	01 02
<input type="checkbox"/>	Multiple Releases =	
<input type="checkbox"/>	Backlog =	

OS-2018-00959-000105

Set Output Filters Search Clear and Reset



# Search Report (Cont.)

- Click **Set Output Filters** and click on the desired **Output Filters** check boxes to select the columns that you would like to see displayed in your **Search Report**.
- Click **Search** to generate your report. Each page will display 20 records.
- Click **Previous** and **Next** to navigate through the report pages.
- Click on an entry to load it. When you unload the entry, you will return to your initial search results.
- Click **Clear and Reset** before beginning a new search.
- To customize the format and sort entries, export the **Search Report** to Microsoft Excel by clicking **Export Entire Search Report to Excel (CSV format)**.

Department of the Interior Electronic FOIA Tracking System

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### Search Report

Search Report

Output Filters:

Select To Include	Field Name
<input type="checkbox"/>	Bureau
<input type="checkbox"/>	Region
<input type="checkbox"/>	Office
<input checked="" type="checkbox"/>	FOIA Number
<input type="checkbox"/>	Request Status
<input type="checkbox"/>	Request Type
<input type="checkbox"/>	Date of Request
<input type="checkbox"/>	Date of Completion
<input type="checkbox"/>	Disposition
<input type="checkbox"/>	Date Received (Sort By )
<input type="checkbox"/>	Date Perfected
<input type="checkbox"/>	Type of Processing
<input type="checkbox"/>	Requester Last Name
<input type="checkbox"/>	Requester First Name
<input type="checkbox"/>	Requester Fee Category
<input type="checkbox"/>	Requester's Organization
<input type="checkbox"/>	Requester's Type
<input type="checkbox"/>	Willingness to pay fees
<input type="checkbox"/>	Litigated
<input type="checkbox"/>	Appealed
<input type="checkbox"/>	Date Due
<input type="checkbox"/>	Exemptions
<input type="checkbox"/>	Multiple Releases
<input type="checkbox"/>	Backlog
<input type="checkbox"/>	Subject

Set Input Filters Search Clear and Reset

# Predefined Reports

Select **Predefined Reports** to run any of the following pre-programed reports:

- **Open Requests Report**
- **Completed and Closed Requests Report**
- **Fees Report**
- **Consultations Report**
- **Backlog Report**

Department of the Interior Electronic FOIA Tracking System					
Home	FOIA Request ▶	Reports ▶	Administration ▶	Change Password	Logoff
EFTS Current F		<div> <div>My Summary</div> <div>Summary</div> </div> <div> <div>DOJ Annual Report</div> <div>DOJ Annual Report-Mid Year Data Call</div> <div>Search Report</div> <div>Predefined Reports</div> </div>			
Filter: My Summary	FOIA Number	DOI Log	Requester	Status	Subject
	OCIO-2016-00015	Bureau Log ▶	Diem	Open	Testing Foreseeable Harm deployment
	OCIO-2016-00009	FOIA Statistics	on	Open	Test estimate processing completion date###
	OCIO-2016-00005	Delinquent Requesters	Diem	Completed	Test new fees.
	OCIO-2016-00001	Backlog Report	Diem	Open	A test for new fiscal year 16.
	OCIO-2015-00024	Exclusion Report			
	09/10/2015		Moreland, Green	Open	A test for Oracle upgrade to 12g.
	OCIO-2015-00023	09/09/2015	Moreland, Green	Open	Test deployment on Sep 9
	OCIO-2015-00022	08/02/2015 05/09/2016	Nguyen, Diem	Completed	Fee schedule deployment test.
	OCIO-2015-00020	05/12/2015	Blue, Moon	Open	Request organization saving. Test some more.
	OCIO-2015-00019	05/05/2015	Nguyen, Diem	Open	A test for deployment on May 6.
	OCIO-2015-00018	04/23/2015 05/21/2015	Nguyen, Diem	Open	A test after Attachment fix
	OCIO-2015-00017	04/16/2015	Nguyen, Diem	Open	



# Predefined Reports (Cont.)

- Insert the date ranges you want your report to include and click **Submit**.
- The EFTS will then provide you with a list of the predefined reports.
- When you select a report, by clicking on its name, your computer will automatically download it as an Excel file.

**Department of the Interior Electronic FOIA Tracking System**

Home | FOIA Request | Reports | Administration | Change Password | Logoff

Predefined Reports

Enter a valid date ranges (MM/DD/YYYY) for your reports.  
Click the Clear button before running another set of reports.

Start Date:\*  End Date:\*

*Your entered date range will not affect the Open Requests Report. The Open Requests Report will always provide you all the requests with an "Open" status at the time you run the report. Your entered date range does, however, affect all of the other reports listed below.*

**Department of the Interior Electronic FOIA Tracking System**

Home | FOIA Request | Reports | Administration | Change Password | Logoff

Predefined Reports

Enter a valid date ranges (MM/DD/YYYY) for your reports.  
Click the Clear button before running another set of reports.

Start Date:\*  End Date:\*

*Your entered date range will not affect the Open Requests Report. The Open Requests Report will always provide you all the requests with an "Open" status at the time you run the report. Your entered date range does, however, affect all of the other reports listed below.*

Click on any link to export a report to csv format.


[Open Requests Report](#)

[Completed and Closed Requests Report](#)

[Fees Report](#)

[Consultations Report](#)

[Backlog Report](#)





# Bureau Log

View your bureau's log by selecting **Bureau Log** from the **Reports** drop-down menu on the navigation bar then clicking on the desired fiscal year.

- The **Bureau Log**, produced as a read-only html file, will include the following fields: **FOIA Number**, **Request Date**, **Receipt Date**, **Completion Date**, **Requester Name**, **Bureau**, **Status**, and **Subject**.

FY 2016 Bureau Log generated by EFTS at Fri Aug 05 11:47:39 EDT 2016  
3 records in this log.

FOIA Number	Request Date	Receipt Date	Completion Date	Requester Name	Bureau	Status
Subject						
OCIO-2016-00001 Exempt Information	September 30, 2015	October 01, 2015		Exempt Information	OCIO	Open
OCIO-2016-00005 Test new fees.	February 25, 2016	March 01, 2016		Nguyen Diem	OCIO	Open
OCIO-2016-00009 Test estimate processing completion date..	April 15, 2015	April 18, 2016		Blue Moon	OCIO	Open

- The text **Exempt Information** may mask an entry's **Requester Name** and **Subject** fields if the entry's **Sensitivity** level is **Sensitive**.

# Delinquent Requesters Report

- Whenever you are entering a new FOIA request, you should run a **Delinquent Requesters** report to view the list of requesters who have not paid their outstanding FOIA fees. The delinquent requesters appear in alphabetical order.
- For more information on what delinquent requesters are and why it matters, see [section 7.4](#) of the Department's FOIA Handbook.





# Backlog Report

You may view your bureau's backlog by selecting **Backlog Report** from the **Reports** drop-down menu on the navigation bar.

- The **Backlog Report**, produced as a **Search Report**, includes the following fields: **FOIA Number**, **Date Perfected**, **Date Due**, **Processing Type**, **Requester Last Name**, and **Requester First Name**.

- Use the **Set Input Filters** and **Set Output Filters** at the bottom of the **Search Report** to customize your **Backlog Report**.

- To customize the format and sort entries, export the **Backlog Report** to Microsoft Excel by selecting **Export Entire Search Report to Excel (CSV format)**.



# Backlog Report (Cont.)

## Department of the Interior Electronic FOIA Tracking System

[Home](#) [FOIA Request](#) [Reports](#) [Administration](#) [Change Password](#) [Logoff](#)

### Search Report

Search  
Report

[Print Entire Search Report](#)

[Print Current Page](#)

[Export Entire Search Report to Excel \(CSV format\)](#)

[Export Current Page to Excel \(CSV format\)](#)

#### Results

Records 1 to 9 of 9

FOIA Number	Date Perfected	Date Due	Processing Type	Requester Last Name	Requester First Name
<a href="#">OCIO-2016-00005</a>	April 15, 2016	May 12, 2016	Normal	Nguyen	Diem
<a href="#">OCIO-2016-00001</a>	April 17, 2016	May 12, 2016	Normal	Nguyen	Diem
<a href="#">OCIO-2015-00022</a>	April 12, 2016	May 09, 2016	Normal	Nguyen	Diem
<a href="#">OCIO-2015-00018</a>	April 25, 2015	May 21, 2015	Normal	Nguyen	Diem
<a href="#">OCIO-2015-00007</a>	February 25, 2015	March 25, 2015	Normal	Nguyen	Diem
<a href="#">OCIO-2014-00015</a>	August 02, 2014	August 29, 2014	Normal	Musk	Elon
<a href="#">OCIO-2014-00009</a>	April 21, 2014	June 03, 2014	Normal	Finn	Neil
<a href="#">OCIO-2014-00004</a>	December 18, 2013	January 17, 2014	Normal	Finn	Neil
<a href="#">OCIO-2014-00002</a>	October 23, 2013	November 21, 2013	Normal	Bell	Scott

[Previous](#)

[Next](#)

[Set Input Filters](#)

[Set Output Filters](#)

[Clear and Reset](#)

OS-2018-00959-000112

# Course Completed



Image from NBC News stock photos. Found at [http://media2.s-nbcnews.com/i/newscms/2015\\_28/1117046/ss-150710-ticker-tape-parade-15\\_1688709cbd363c517d05637edde60c45.nbcnews-fp-1200-800.jpg](http://media2.s-nbcnews.com/i/newscms/2015_28/1117046/ss-150710-ticker-tape-parade-15_1688709cbd363c517d05637edde60c45.nbcnews-fp-1200-800.jpg)

Complete the EFTS Rules of Behavior form and give it to your Bureau FOIA Officer for processing.



## Conversation Contents

**Fwd: 17-01174 - 72 Hour Awareness Notice for Litigation**

**Attachments:**

/37. Fwd: 17-01174 - 72 Hour Awareness Notice for Litigation/1.1 DEPARTMENT OF THE INTERIOR Mail - Fwd\_ OS FOIA Awareness Review\_ 18-00799.pdf

**"Julka, Clarice" <clarice\_julka@ios.doi.gov>**

---

**From:** "Julka, Clarice" <clarice\_julka@ios.doi.gov>  
**Sent:** Fri Apr 20 2018 06:47:34 GMT-0600 (MDT)  
**To:** Robert Howarth <robert\_howarth@ios.doi.gov>, Cindy Cafaro <cindy\_cafaro@ios.doi.gov>, "Lillie, Juliette" <juliette\_lillie@ios.doi.gov>  
**Subject:** Fwd: 17-01174 - 72 Hour Awareness Notice for Litigation  
**Attachments:** DEPARTMENT OF THE INTERIOR Mail - Fwd\_ OS FOIA Awareness Review\_ 18-00799.pdf

Please see below. We really need some written guidance about the "augmented awareness." First, Downey Magallanes said she was not to be included on all reviews and then when we don't send one to her, she said she is to be included on all awareness reviews. It's very confusing and I feel that we shouldn't be responsible to read your or their minds about how to handle this since from the past, it's very clear that my office will be blamed for anything deemed to be a mistake.

v/r

Clarice

Clarice Julka  
Department of the Interior  
Office of the Secretary, FOIA Office  
1849 C Street, NW, MS-7328  
Washington, D.C. 20240  
[Clarice\\_Julka@ios.doi.gov](mailto:Clarice_Julka@ios.doi.gov)  
(202) 513-0765 - phone  
(202) 208-6045 - direct line  
(202) 219-2374 - fax

----- Forwarded message -----

**From:** McQuighan, Ryan <[ryan\\_mcquighan@ios.doi.gov](mailto:ryan_mcquighan@ios.doi.gov)>  
**Date:** Fri, Apr 20, 2018 at 7:46 AM  
**Subject:** Fwd: 17-01174 - 72 Hour Awareness Notice for Litigation  
**To:** Clarice Julka <[clarice\\_julka@ios.doi.gov](mailto:clarice_julka@ios.doi.gov)>

Clarice, We need written guidance on these awareness reviews ASAP. See below and the attached message that you forwarded regarding Downey's review. This is becoming very confusing.

Ryan McQuighan  
Department of the Interior  
Office of the Secretary, FOIA Office  
1849 C Street, NW, MS-7328  
Washington, D.C. 20240  
[Ryan\\_McQuighan@ios.doi.gov](mailto:Ryan_McQuighan@ios.doi.gov)  
202.208.2047 - direct line  
202.513.0765 - phone  
202.219.2374 - fax

----- Forwarded message -----

**From:** Magallanes, Downey <[downey\\_magallanes@ios.doi.gov](mailto:downey_magallanes@ios.doi.gov)>  
**Date:** Thu, Apr 19, 2018 at 5:08 PM  
**Subject:** Re: 17-01174 - 72 Hour Awareness Notice for Litigation  
**To:** Ryan McQuighan <[ryan\\_mcquighan@ios.doi.gov](mailto:ryan_mcquighan@ios.doi.gov)>, Robert Howarth <[robert\\_howarth@ios.doi.gov](mailto:robert_howarth@ios.doi.gov)>

Ryan- I am still reviewing and approving all FOIA awareness pings.



On Thu, Apr 19, 2018 at 4:56 PM, Laura Rigas <[laura\\_rigas@ios.doi.gov](mailto:laura_rigas@ios.doi.gov)> wrote:

Begin forwarded message:

**From:** "McQuighan, Ryan" <[ryan\\_mcquighan@ios.doi.gov](mailto:ryan_mcquighan@ios.doi.gov)>  
**To:** Scott Cameron <[scott\\_cameron@ios.doi.gov](mailto:scott_cameron@ios.doi.gov)>, Laura Rigas <[laura\\_rigas@ios.doi.gov](mailto:laura_rigas@ios.doi.gov)>, Aurelia Skipwith <[aurelia\\_skipwith@ios.doi.gov](mailto:aurelia_skipwith@ios.doi.gov)>, Vincent Devito <[vincent\\_devito@ios.doi.gov](mailto:vincent_devito@ios.doi.gov)>, Amanda Kaster <[amanda\\_kaster@ios.doi.gov](mailto:amanda_kaster@ios.doi.gov)>, Micah Chambers <[micah\\_chambers@ios.doi.gov](mailto:micah_chambers@ios.doi.gov)>, Katharine MacGregor <[katharine\\_macgregor@ios.doi.gov](mailto:katharine_macgregor@ios.doi.gov)>, William Werkheiser <[whwerkhe@usgs.gov](mailto:whwerkhe@usgs.gov)>, Heather Swift <[heather\\_swift@ios.doi.gov](mailto:heather_swift@ios.doi.gov)>, Daniel Jorjani <[daniel.jorjani@sol.doi.gov](mailto:daniel.jorjani@sol.doi.gov)>  
**Cc:** "Irish, Tony" <[tony.irish@sol.doi.gov](mailto:tony.irish@sol.doi.gov)>, Clarice Julka <[clarice\\_julka@ios.doi.gov](mailto:clarice_julka@ios.doi.gov)>  
**Subject:** 17-01174 - 72 Hour Awareness Notice for Litigation

Good afternoon,

Pursuant to the latest guidance I've received on the augmented awareness protocol, I am sending this email for 72 hour awareness notice. I am providing the attached 146 pages of records concerning Joel Clement emails. These records are involved in active litigation and will need to be produced by the close of business Monday, April 30, 2018.

Please provide confirmation that you have received and reviewed these records. Any questions should be directed to SOL Attorney, Tony Irish.

Thanks,  
Ryan

Ryan McQuighan  
Department of the Interior  
Office of the Secretary, FOIA Office  
[1849 C Street, NW](#), MS-7328  
Washington, D.C. 20240  
[Ryan\\_McQuighan@ios.doi.gov](mailto:Ryan_McQuighan@ios.doi.gov)  
202.208.2047 - direct line  
202.513.0765 - phone  
202.219.2374 - fax

--  
Downey Magallanes  
Deputy Chief of Staff for Policy  
U.S. Department of the Interior  
[downey\\_magallanes@ios.doi.gov](mailto:downey_magallanes@ios.doi.gov)  
202-706-9199



McQuighan, Ryan &lt;ryan\_mcquighan@ios.doi.gov&gt;

---

Fwd: OS FOIA Awareness Review: 18-00799

---

Julka, Clarice &lt;clarice\_julka@ios.doi.gov&gt;

Tue, Apr 17, 2018 at 10:07 AM

To: Ryan McQuighan &lt;ryan\_mcquighan@ios.doi.gov&gt;, Justin Wilkinson &lt;justin\_wilkinson@ios.doi.gov&gt;, Nicholas Banco &lt;nbanco@ios.doi.gov&gt;, Leah Fairman &lt;leah\_fairman@ios.doi.gov&gt;

See below. When I get more clarification, I will pass it on.

Clarice Julka  
Department of the Interior  
Office of the Secretary, FOIA Office  
[1849 C Street, NW](#), MS-7328  
Washington, D.C. 20240  
[Clarice\\_Julka@ios.doi.gov](mailto:Clarice_Julka@ios.doi.gov)  
(202) 513-0765 - phone  
(202) 208-6045 - direct line  
(202) 219-2374 - fax

----- Forwarded message -----

From: Downey Magallanes <[downey\\_magallanes@ios.doi.gov](mailto:downey_magallanes@ios.doi.gov)>  
Date: Tue, Apr 17, 2018 at 10:04 AM  
Subject: Re: OS FOIA Awareness Review: 18-00799  
To: "Julka, Clarice" <[clarice\\_julka@ios.doi.gov](mailto:clarice_julka@ios.doi.gov)>

I'm no longer signing on anything outside of immediate office. Told Julie and Dan. Thanks

Sent from my iPhone

On Apr 16, 2018, at 4:04 PM, Julka, Clarice <[clarice\\_julka@ios.doi.gov](mailto:clarice_julka@ios.doi.gov)> wrote:

Pursuant to the awareness requirement, I have attached ONRR records which we intend to release in full.

v/r

Clarice

Clarice Julka  
Department of the Interior  
Office of the Secretary, FOIA Office  
[1849 C Street, NW](#), MS-7328  
Washington, D.C. 20240  
[Clarice\\_Julka@ios.doi.gov](mailto:Clarice_Julka@ios.doi.gov)  
(202) 513-0765 - phone  
(202) 208-6045 - direct line  
(202) 219-2374 - fax

<18-00799a.docx>

<18-00799ca.xlsx>

# Conversation Contents

**Memorandum**

**Attachments:**

/39. Memorandum/1.1 Clean Master Memorandum 5 PM 4 18.docx

**"Howarth, Robert" <robert\_howarth@ios.doi.gov>**

---

**From:** "Howarth, Robert" <robert\_howarth@ios.doi.gov>  
**Sent:** Wed Apr 18 2018 15:32:09 GMT-0600 (MDT)  
**To:** Timothy Murphy <timothy.murphy@sol.doi.gov>, Rachel Spector <Rachel.Spector@sol.doi.gov>, Sylvia Burns <sylvia\_burns@ios.doi.gov>, Elena Gonzalez <maria\_gonzalez@ios.doi.gov>, Edward Keable <edward\_keable@ios.doi.gov>  
**CC:** Juliette Lillie <juliette\_lillie@ios.doi.gov>, Cindy Cafaro <cindy\_cafaro@ios.doi.gov>  
**Subject:** Memorandum  
**Attachments:** Clean Master Memorandum 5 PM 4 18.docx

Hello all. Attached is the memo for tomorrow' meeting.

Rob

--

Robert Howarth  
Deputy Director for Correspondence and FOIA Management  
Office of the Executive Secretariat and Regulatory Affairs  
Department of the Interior  
1849 C Street, NW  
Washington, DC 20240  
202-208-3181  
202-208-4451 (direct)  
202-549-8961 (cell)



Intra-agency, Predecisional, Deliberative

Memorandum

To: David L. Bernhardt  
Deputy Secretary

From: FOIA Policy Team

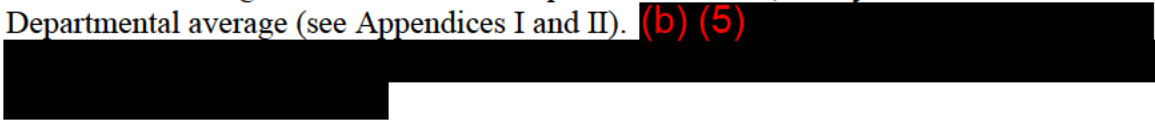
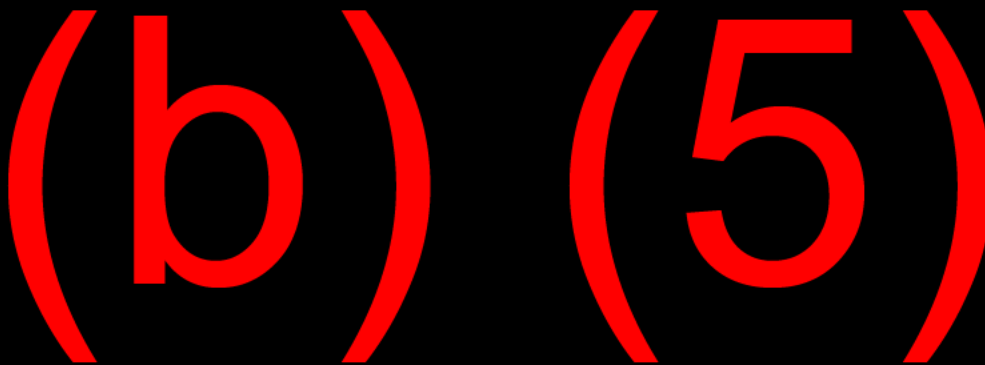
Subject: FOIA Program Recommendations

**Purpose:**

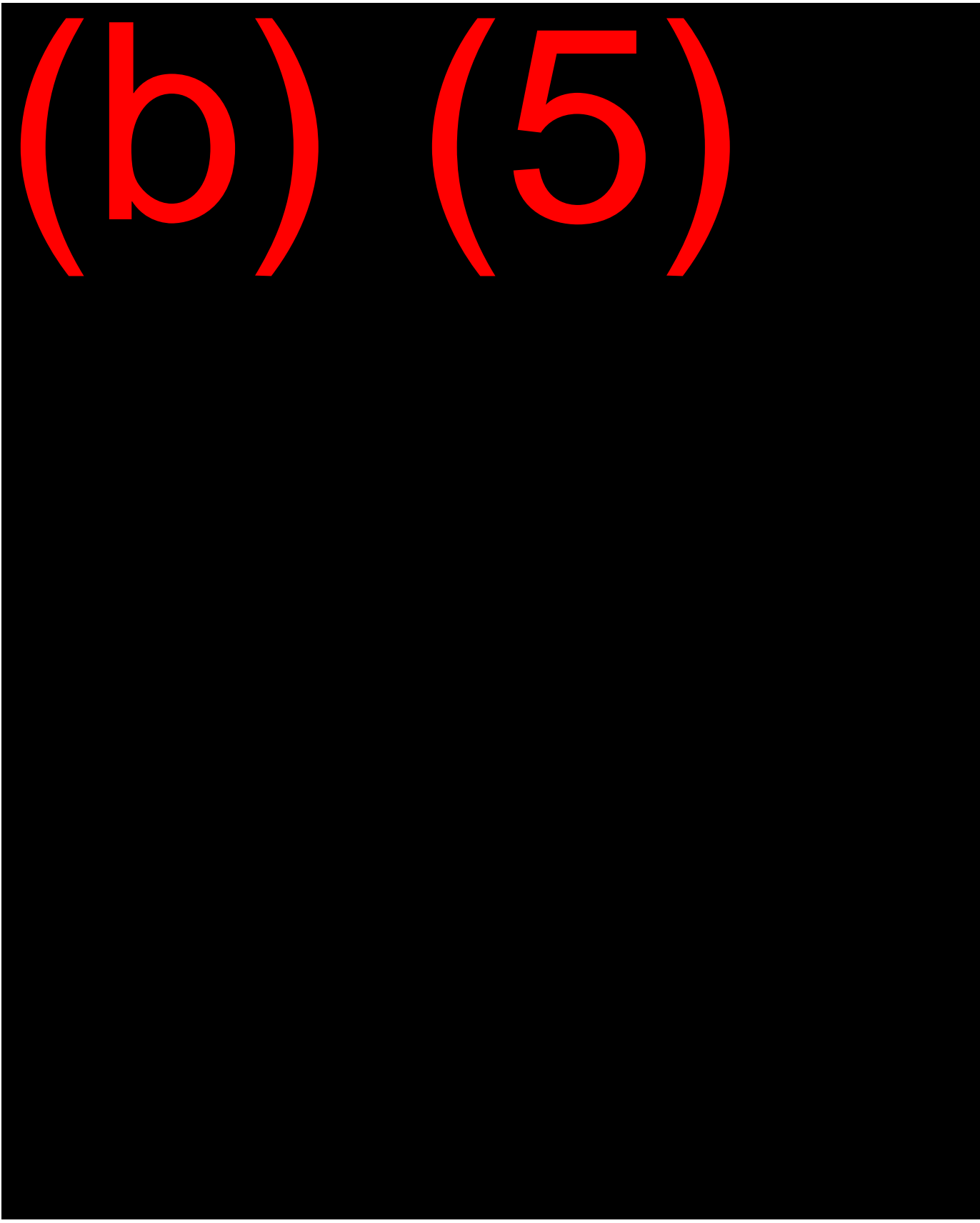
This memorandum provides strategies to ensure the Department's Freedom of Information Act (FOIA) program is managed and implemented consistently, reasonably, and effectively within available resources.

**Background:**

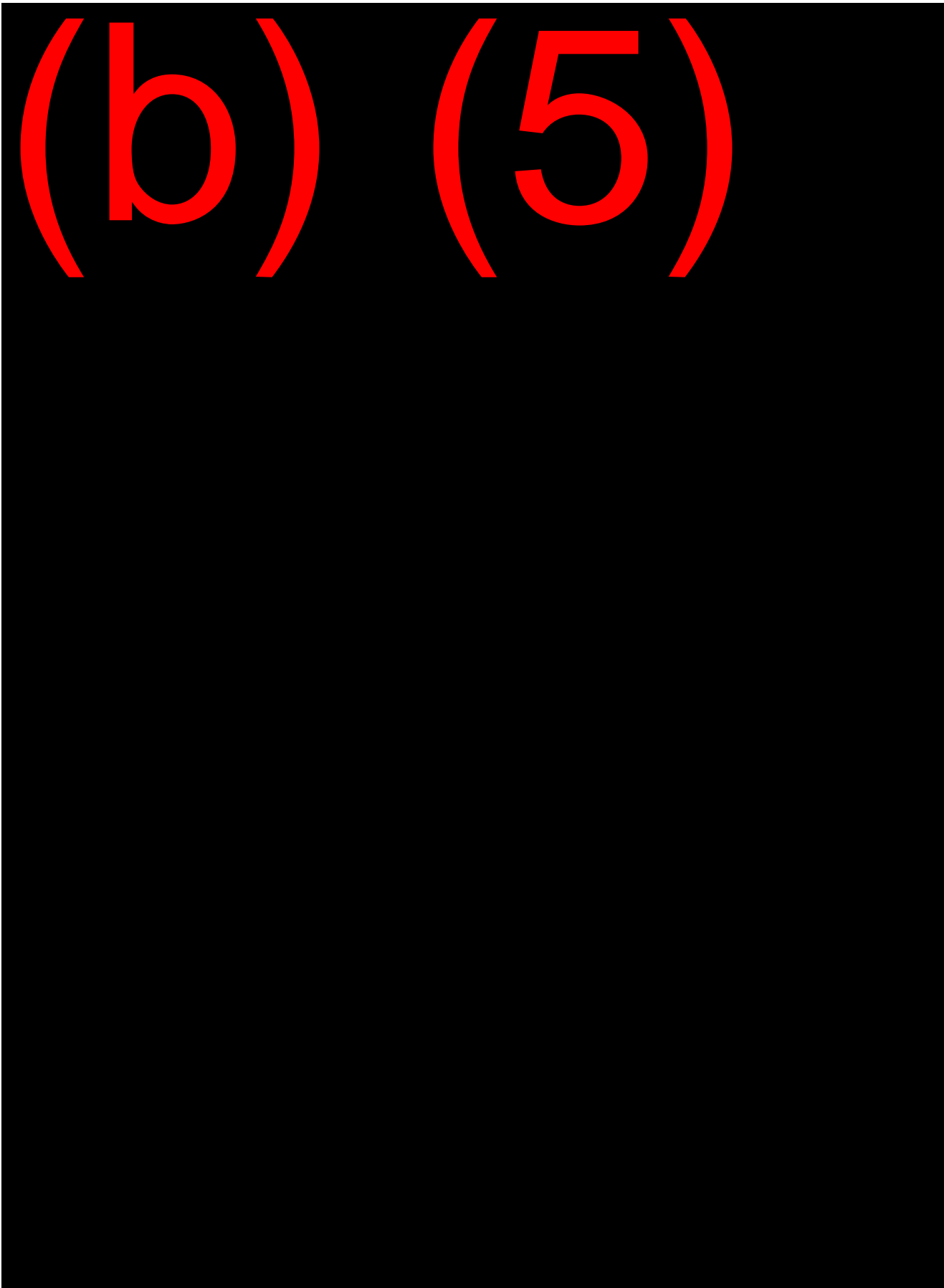
While the Department and its Bureaus' FOIA offices continue to process FOIA requests consistent with past averages (approximately 6,400/year), many of the Bureaus are struggling to meet the statutory time-frame for responding due to the increased volume and complexity of the FOIA requests. From Fiscal Year (FY) 2016 to FY 2017, incoming FOIA requests increased from 6,428 to 8,005. For FY 2018, the Department has already received 4,614 FOIA requests to date. For the OS FOIA Office, for example, it has meant an average of 150 requests a month—an almost 50 percent monthly increase from FY 2017 and an almost 300 percent monthly increase from FY 2016. If this rate continues, each of the 5 FOIA processors in the OS FOIA Office will be assigned over 240 FOIA requests in FY 2018, nearly 5 times the FY 2017 Departmental average (see Appendices I and II). (b) (5)

A black rectangular redaction box covering several lines of text.A large black rectangular redaction box covering the bottom third of the page. The text "(b) (5)" is written in large, bold, red font across the center of the redacted area.

(b) (5)

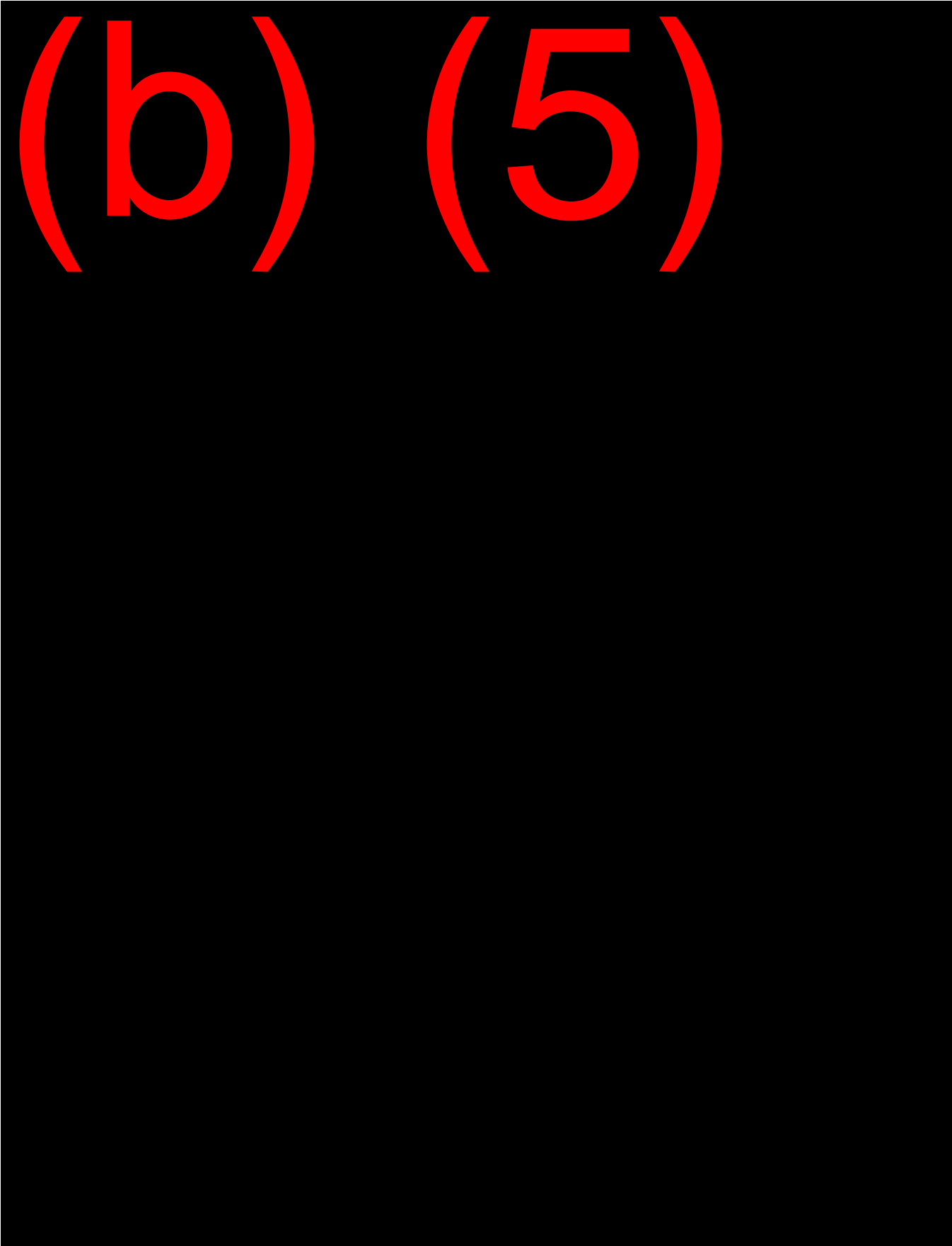


(b) (5)

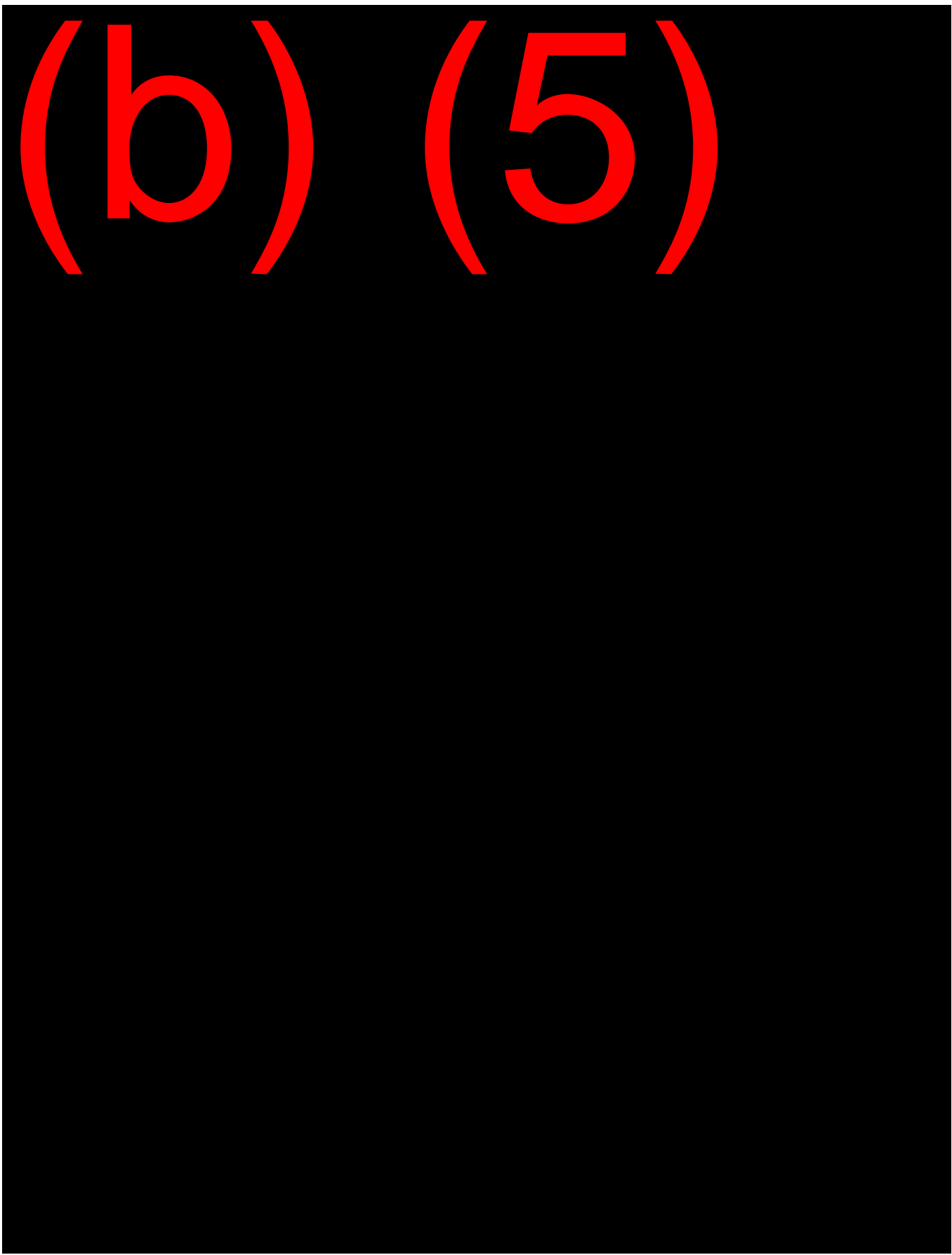




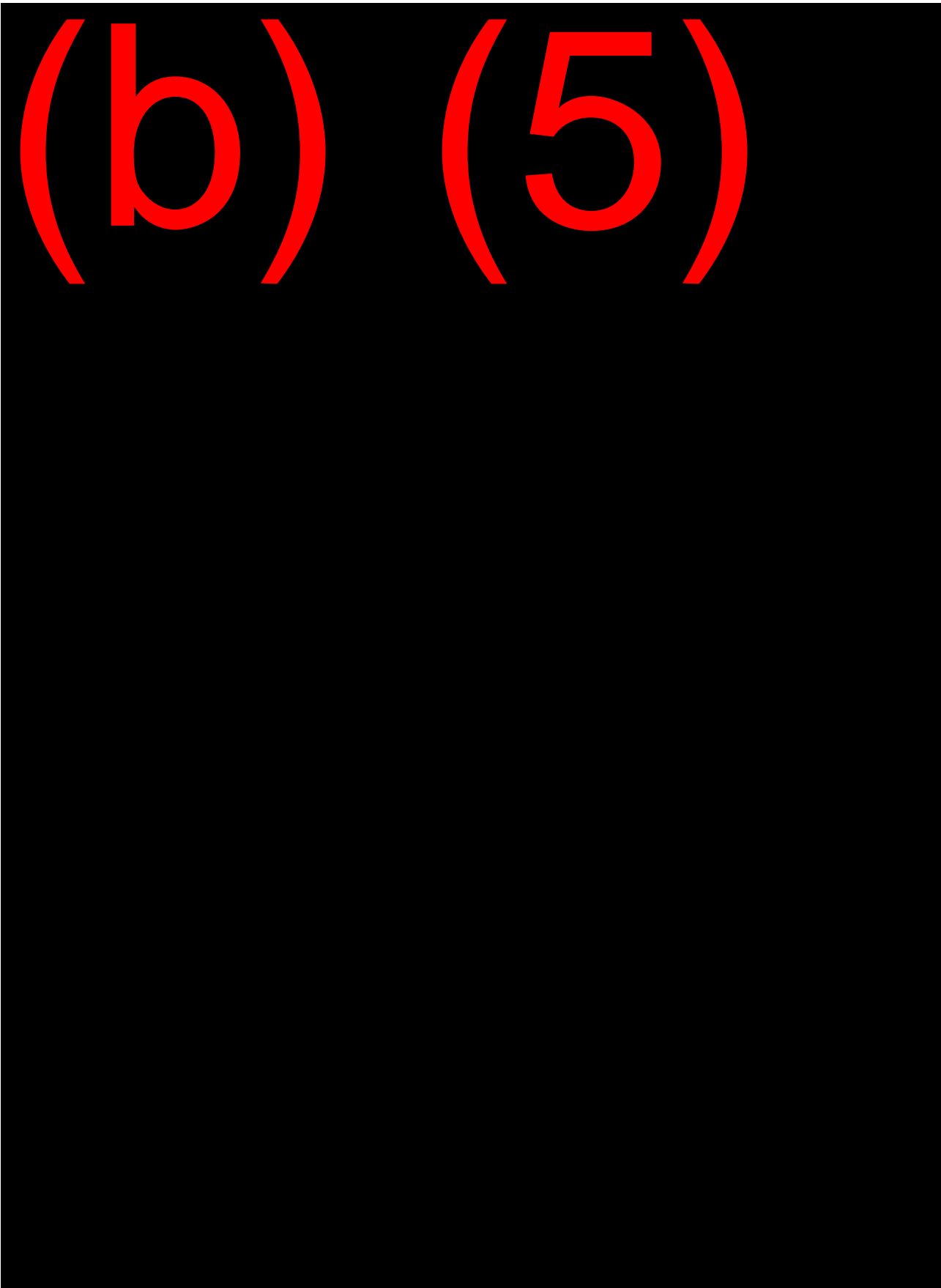
(b) (5)



(b) (5)



(b) (5)





(b) (5)

**Appendix I: FY 2017 Data – FTE; FOIA’s Received and Processed; Backlogged FOIA’s**

<b>In FY17</b>	FTE FOIA Staff	Equivalent FTE FOIA Staff	FOIA Rec’d	FOIA’s Processed	Requests Received Per FOIA employee (average)	Requests Processed per FOIA Employee (average)	Backlogged Requests as of End of Fiscal Year	Backlogge d Requests per FOIA Employee (average)	Average Number of Days to Respon d to Comple x Pending Request s
BIA	5	26.43	1854	1773	60	57	177	6	130
BLM	18	4.5	1024	750	45	33	368	16	163
BOEM	1	5.8	170	165	24	24	15	2	142
BOR	1	6.15	315	297	45	42	17	2	107
BSEE	4	3.1	228	233	33	33	17	2	158
FWS	9	20.95	1146	1000	38	33	265	9	116
NPS	3	5.35	1226	1076	153	135	253	32	117
OIG	3	0	218	207	73	69	20	7	83
OS	7	.5	1226	713	163	95	377	50	62
OSM	1	1.73	143	95	48	32	56	19	159
SOL	2	-	250	207	125	104	43	22	127
USGS	5	.5	205	217	34	36	18	3	145
<b>DOI Overall</b>	63	75.51	8005	6733	70	58	1626	12	117

## **Appendix II: Information on Other Selected Agencies from FY17**

*DOI: In FY 2017, the Department received 8,005 requests and had 63 full-time FOIA employees throughout the entire Department and a total of 75.51 equivalent full-time FOIA employees (roughly 58 requests per employee). The Department processed 6,733 requests in FY17 (roughly 49 requests per employee).*

**The Department of Agriculture** (also decentralized and dealing with similar obligations, particularly the Forest Service) received 25,461 requests and had 90.8 full-time FOIA employees throughout the Department and a total of 91.26 equivalent full-time FOIA employees (roughly 140 requests per employee). The Department of Agriculture processed 24,006 requests in FY17 (roughly 132 requests per employee).

**The Army** (which is a subpart of DOD and houses the Army Corps of Engineers, which deals with similar obligations) in FY 2017 received 26,666 requests and had 121 full-time FOIA employees and a total of 111.82 equivalent full-time FOIA employees (roughly 114 requests per employee). The Army processed 53,760 requests in FY17 (roughly 230 requests per employee).

**The EPA** (which is also decentralized and deals with similar obligations) received 11,518 requests and had 105 full-time FOIA employee and a total of 10.93 equivalent full-time FOIA employees (roughly 99 requests per employee). EPA processed 10,802 requests in FY17 (roughly 93 requests per employee).

**The FBI** (which has a centralized FOIA program and the interim release policy discussed above) received 15,402 requests and had 245 full-time FOIA employee and a total of 7 equivalent full-time FOIA employees (roughly 61 requests per employee). FBI processed 15,611 requests in FY17 (roughly 62 requests per employee).

**The NOAA** (which is a subpart of DOC also deals with similar obligations) received 475 requests and had 1 full-time FOIA employee and a total of 23.3 equivalent full-time FOIA employees (roughly 20 requests per employee). NOAA processed 472 requests in FY17 (roughly 20 requests per employee).



**Appendix III--Title of Chief FOIA Officer in Cabinet-Level Agencies**

Department of State	Assistant Secretary of Administration, Bureau of Administration
Department of the Treasury	Title not explicitly stated, seems to be Assistant Secretary, Office of Privacy, Transparency, and Records
Department of Defense	Chief Management Officer
Department of Justice	Acting Associate Attorney General
Department of the Interior	CIO
Department of Agriculture	Title not explicitly stated, seems to be CIO
Department of Commerce	Title not included, Office of the Secretary, Office of Privacy and Open Government
Department of Labor	Solicitor of Labor
Department of Health and Human Services	Assistant Secretary for Public Affairs
Department of Housing and Urban Development	Director, Office of the Executive Secretariat
Department of Transportation	Deputy General Counsel
Department of Energy	Director, Office of Management
Department of Education	Assistant Secretary for Management, Office of Management
Department of Veterans Affairs	Executive in Charge of the Department of Veterans Affairs' Office of Information and Technology
Department of Homeland Security	Chief Freedom of Information Act Officer is apparently only title

#### **Appendix IV: Section of FOIA Detailing Duties of the Chief FOIA Officer**

(j)(1) Each agency shall designate a Chief FOIA Officer who shall be a senior official of such agency (at the Assistant Secretary or equivalent level).

(2) The Chief FOIA Officer of each agency shall, subject to the authority of the head of the agency –

(A) have agency-wide responsibility for efficient and appropriate compliance with this section;

(B) monitor implementation of this section throughout the agency and keep the head of the agency, the chief legal officer of the agency, and the Attorney General appropriately informed of the agency's performance in implementing this section;

(C) recommend to the head of the agency such adjustments to agency practices, policies, personnel, and funding as may be necessary to improve its implementation of this section;

(D) review and report to the Attorney General, through the head of the agency, at such times and in such formats as the Attorney General may direct, on the agency's performance in implementing this section;

(E) facilitate public understanding of the purposes of the statutory exemptions of this section by including concise descriptions of the exemptions in both the agency's handbook issued under subsection (g), and the agency's annual report on this section, and by providing an overview, where appropriate, of certain general categories of agency records to which those exemptions apply;

(F) offer training to agency staff regarding their responsibilities under this section;

(G) serve as the primary agency liaison with the Office of Government Information Services and the Office of Information Policy; and

(H) designate 1 or more FOIA Public Liaisons.

(3) The Chief FOIA Officer of each agency shall review, not less frequently than annually, all aspects of the administration of this section by the agency to ensure compliance with the requirements of this section, including –

(A) agency regulations;

(B) disclosure of records required under paragraphs (2) and (8) of subsection (a);

(C) assessment of fees and determination of eligibility for fee waivers;

(D) the timely processing of requests for information under this section;

(E) the use of exemptions under subsection (b); and

(F) dispute resolution services with the assistance of the Office of Government Information Services or the FOIA Public Liaison.

# Conversation Contents

**Draft Memo**

**Attachments:**

/40. Draft Memo/1.1 Draft FOIA Memo 4.16.18.docx

**"Howarth, Robert" <robert\_howarth@ios.doi.gov>**

---

**From:** "Howarth, Robert" <robert\_howarth@ios.doi.gov>  
**Sent:** Wed Apr 18 2018 15:33:13 GMT-0600 (MDT)  
**To:** Timothy Murphy <timothy.murphy@sol.doi.gov>, Rachel Spector <Rachel.Spector@sol.doi.gov>  
**CC:** Juliette Lillie <juliette\_lillie@ios.doi.gov>, Cindy Cafaro <cindy\_cafaro@ios.doi.gov>  
**Subject:** Draft Memo  
**Attachments:** Draft FOIA Memo 4.16.18.docx

Good evening. Attached is a draft memo for tomorrow.

Rob

--

Robert Howarth  
Deputy Director for Correspondence and FOIA Management  
Office of the Executive Secretariat and Regulatory Affairs  
Department of the Interior  
1849 C Street, NW  
Washington, DC 20240  
202-208-3181  
202-208-4451 (direct)  
202-549-8961 (cell)



Memorandum

To: Assistant Secretaries  
Heads of Bureaus and Offices

From: David L. Bernhardt  
Deputy Secretary

Subject: Awareness Process for Freedom of Information Act Productions

For over 6 years, Departmental leadership has had awareness of Freedom of Information Act (FOIA) releases on a case-by-case basis. (b) (5)

the unprecedented number of incoming FOIA requests, and increased litigation the Department has faced the past year, we are now formalizing the awareness process, as follows, to ensure it is consistent and effective:

(b) (5)

4) FOIA personnel search responsive emails for the names of current PAS and/or Schedule C employees. If the names of current PAS and/or Schedule C employees are identified:

- i. FOIA personnel notify and provide access to the full set of responsive records (in the same format and with the same withholdings that have been approved by SOL) to the following Reviewers:
  - a. Option 1: Each PAS and/or Schedule C employee identified in responsive emails;

b. (b) (5)

c. (b) (5)

<sup>1</sup> See [383 DM 15](#) § 15.6.L.

<sup>2</sup> See [383 DM 15](#) § 15.6.H.

<sup>3</sup> See [43 C.F.R. § 2.23\(c\)](#) (requiring bureaus to consult with SOL before withholding a record in full or in part).

- ii. Each Reviewer has up to 72 hours to review the responsive records.
- iii.



As you know, FOIA is a statutory requirement and full and timely compliance with your FOIA obligations is expected.

If you need assistance with a particular awareness review, please contact your Bureau FOIA Officer using the information found at <https://www.doi.gov/foia/contacts>. If you have general FOIA questions, please contact Ms. Cindy Cafaro at (202) 208-5342 or at [cindy\\_cafaro@ios.doi.gov](mailto:cindy_cafaro@ios.doi.gov).

cc: Timothy Murphy, Acting Deputy Solicitor, Division of General Law, Office of the Solicitor  
Bureau/Office FOIA Officers  
FOIA Contacts

# Conversation Contents

## REQUEST IMMEDIATE REVIEW

### Attachments:

/41. REQUEST IMMEDIATE REVIEW/1.1 MASTER Memorandum FOIA DS.docx  
/41. REQUEST IMMEDIATE REVIEW/2.1 MASTER Memorandum FOIA DS SBurns  
edits.docx

**"Howarth, Robert" <robert\_howarth@ios.doi.gov>**

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**From:** "Howarth, Robert" <robert\_howarth@ios.doi.gov>  
**Sent:** Wed Apr 18 2018 09:19:45 GMT-0600 (MDT)  
Timothy Murphy <timothy.murphy@sol.doi.gov>, Rachel Spector  
<Rachel.Spector@sol.doi.gov>, Edward Keable  
**To:** <edward\_keable@ios.doi.gov>, Elena Gonzalez  
<maria\_gonzalez@ios.doi.gov>, Sylvia Burns  
<sylvia\_burns@ios.doi.gov>  
**CC:** Juliette Lillie <juliette\_lillie@ios.doi.gov>, Cindy Cafaro  
<cindy\_cafaro@ios.doi.gov>, Robert Howarth  
<robert\_howarth@ios.doi.gov>  
**Subject:** REQUEST IMMEDIATE REVIEW  
**Attachments:** MASTER Memorandum FOIA DS.docx

Hello all. Attached is the final draft of the memorandum. Please focus your efforts on the substance of the document rather than the formatting, which we are still working on.

Please email your suggested changes BY 1:00 PM TODAY.

Thanks, Rob

--

Robert Howarth  
Deputy Director for Correspondence and FOIA Management  
Office of the Executive Secretariat and Regulatory Affairs  
Department of the Interior  
1849 C Street, NW  
Washington, DC 20240  
202-208-3181  
202-208-4451 (direct)  
202-549-8961 (cell)

**"Burns, Sylvia" <sylvia\_burns@ios.doi.gov>**

---

**From:** "Burns, Sylvia" <sylvia\_burns@ios.doi.gov>  
**Sent:** Wed Apr 18 2018 12:01:53 GMT-0600 (MDT)  
**To:** "Howarth, Robert" <robert\_howarth@ios.doi.gov>



**CC:** Timothy Murphy <timothy.murphy@sol.doi.gov>, Rachel Spector <Rachel.Spector@sol.doi.gov>, Edward Keable <edward\_keable@ios.doi.gov>, Elena Gonzalez <maria\_gonzalez@ios.doi.gov>, Juliette Lillie <juliette\_lillie@ios.doi.gov>, Cindy Cafaro <cindy\_cafaro@ios.doi.gov>

**Subject:** Re: REQUEST IMMEDIATE REVIEW

**Attachments:** MASTER Memorandum FOIA DS SBurns edits.docx

Edits and comments from OCIO are attached.

On Wed, Apr 18, 2018 at 11:19 AM, Howarth, Robert <[robert\\_howarth@ios.doi.gov](mailto:robert_howarth@ios.doi.gov)> wrote:

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--

**Sylvia Burns, CIO**  
Office of the Chief Information Officer | US Department of the Interior  
sylvia\_burns@ios.doi.gov | Office: 202.208.6194 | Fax: 202-501-2360  
www.doi.gov/ocio

***Our mission is your mission***

Memorandum

To: David L. Bernhardt  
Deputy Secretary

From:

(b) (5)

Subject: FOIA Program Recommendations

**Purpose:**

This memorandum provides strategies to ensure the Department's Freedom of Information Act (FOIA) program is managed and implemented consistently, reasonably, and effectively within available resources.

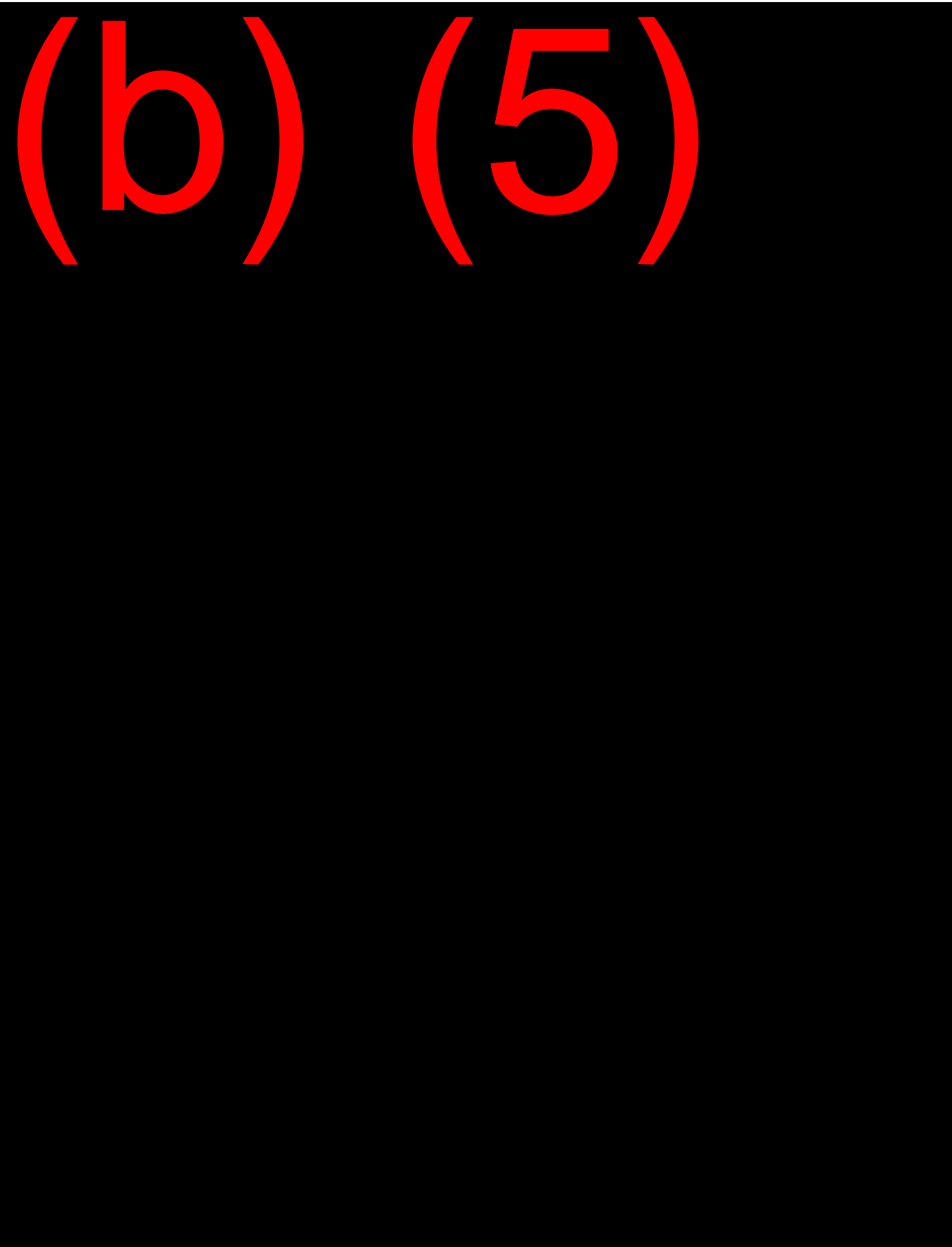
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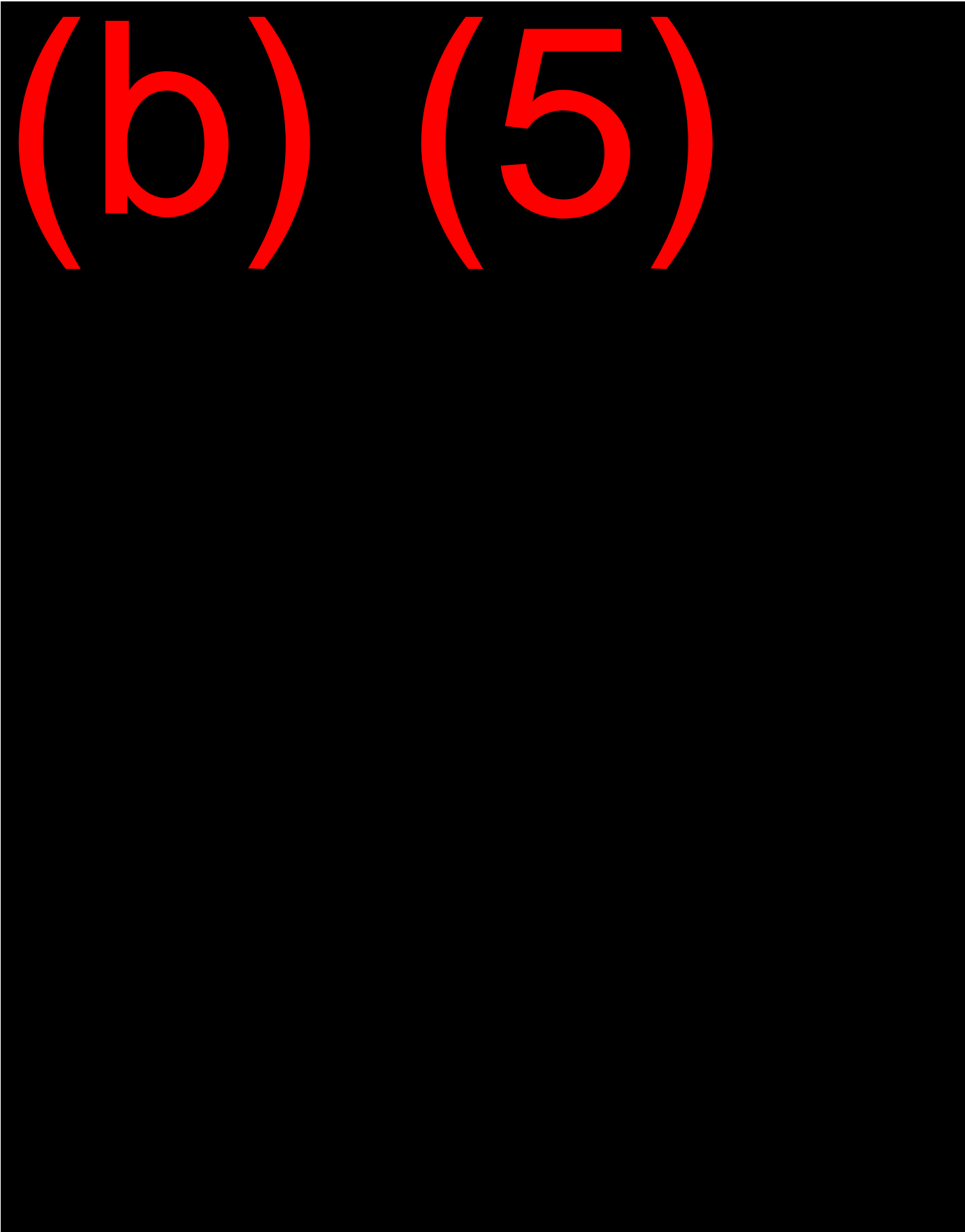
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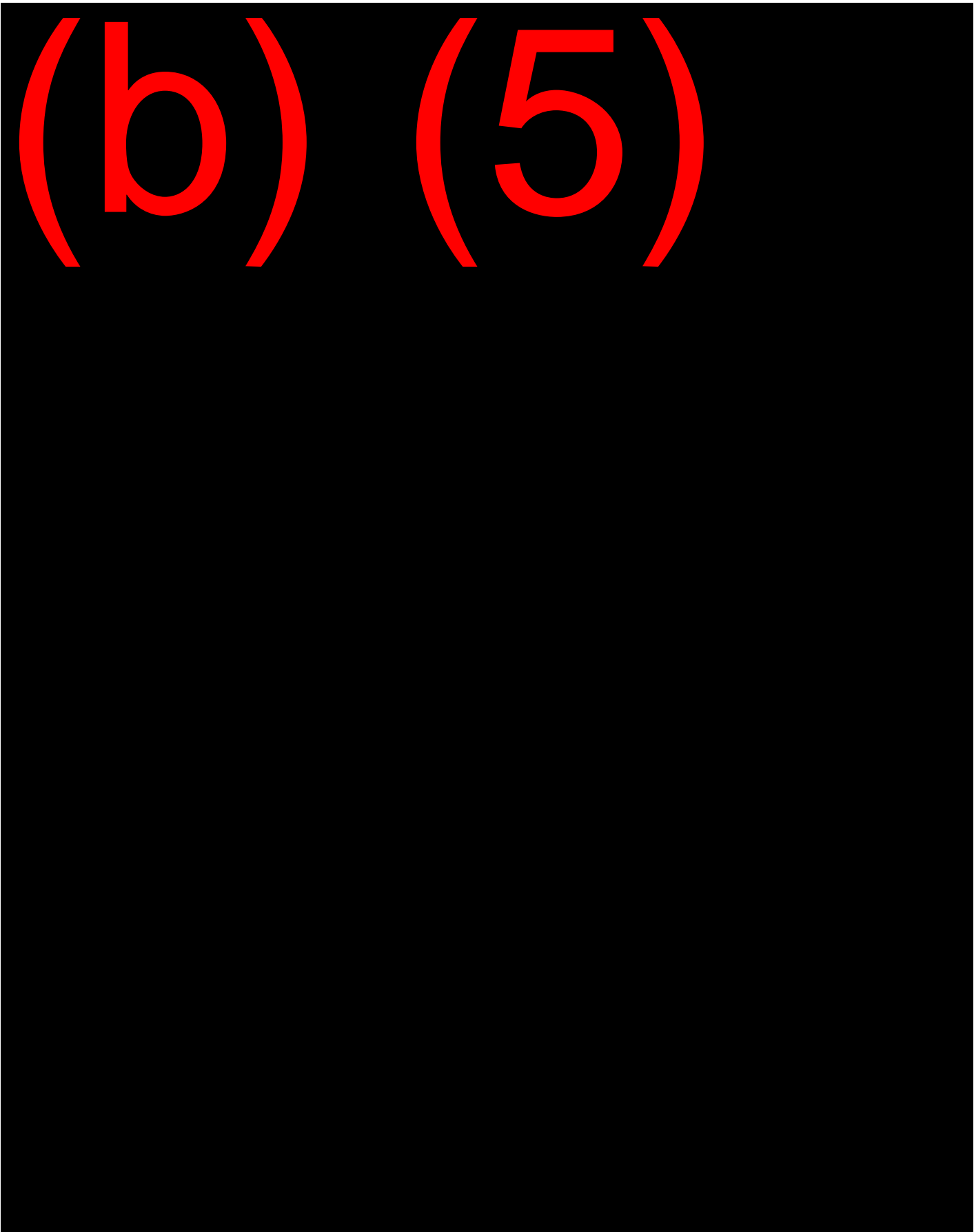




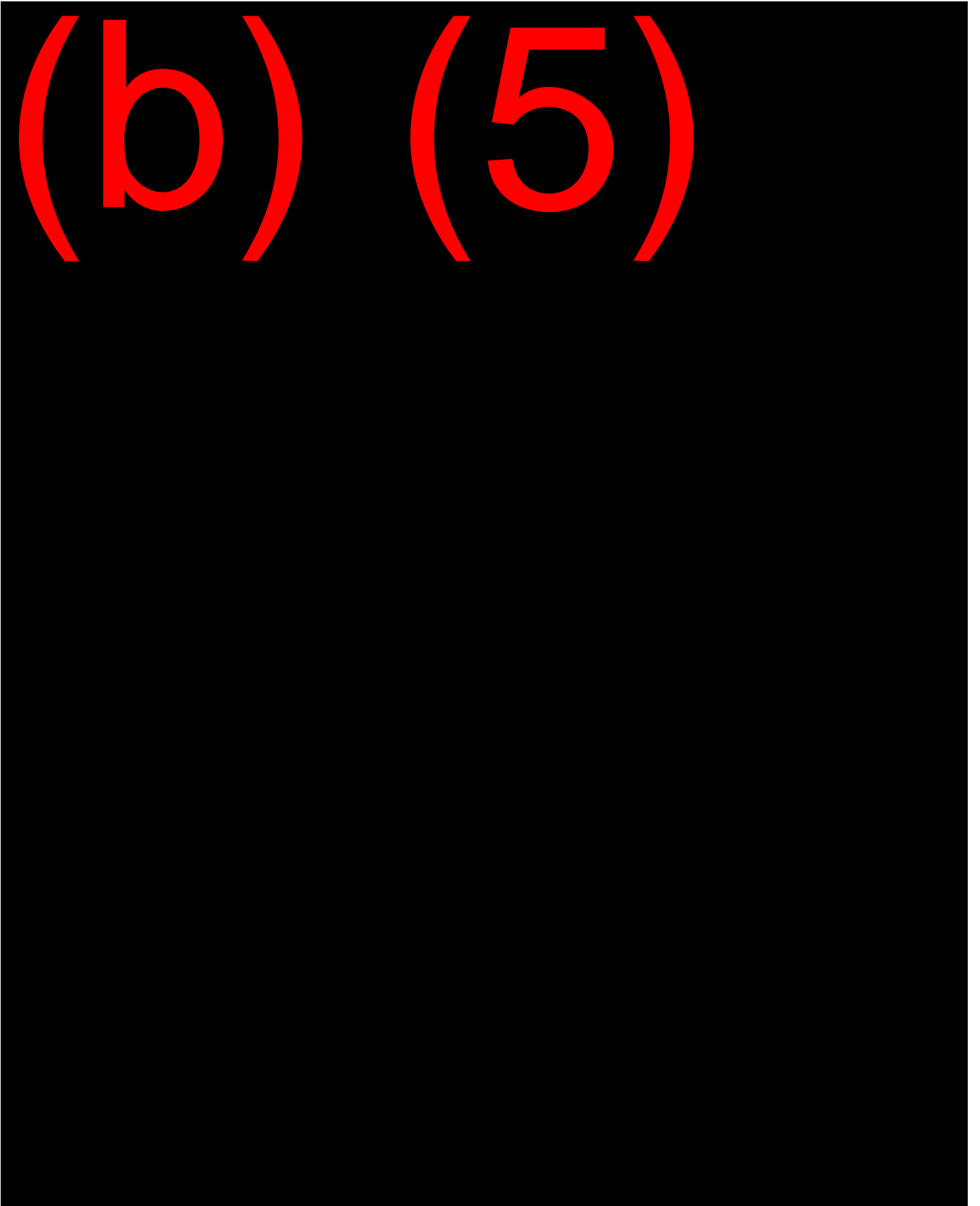
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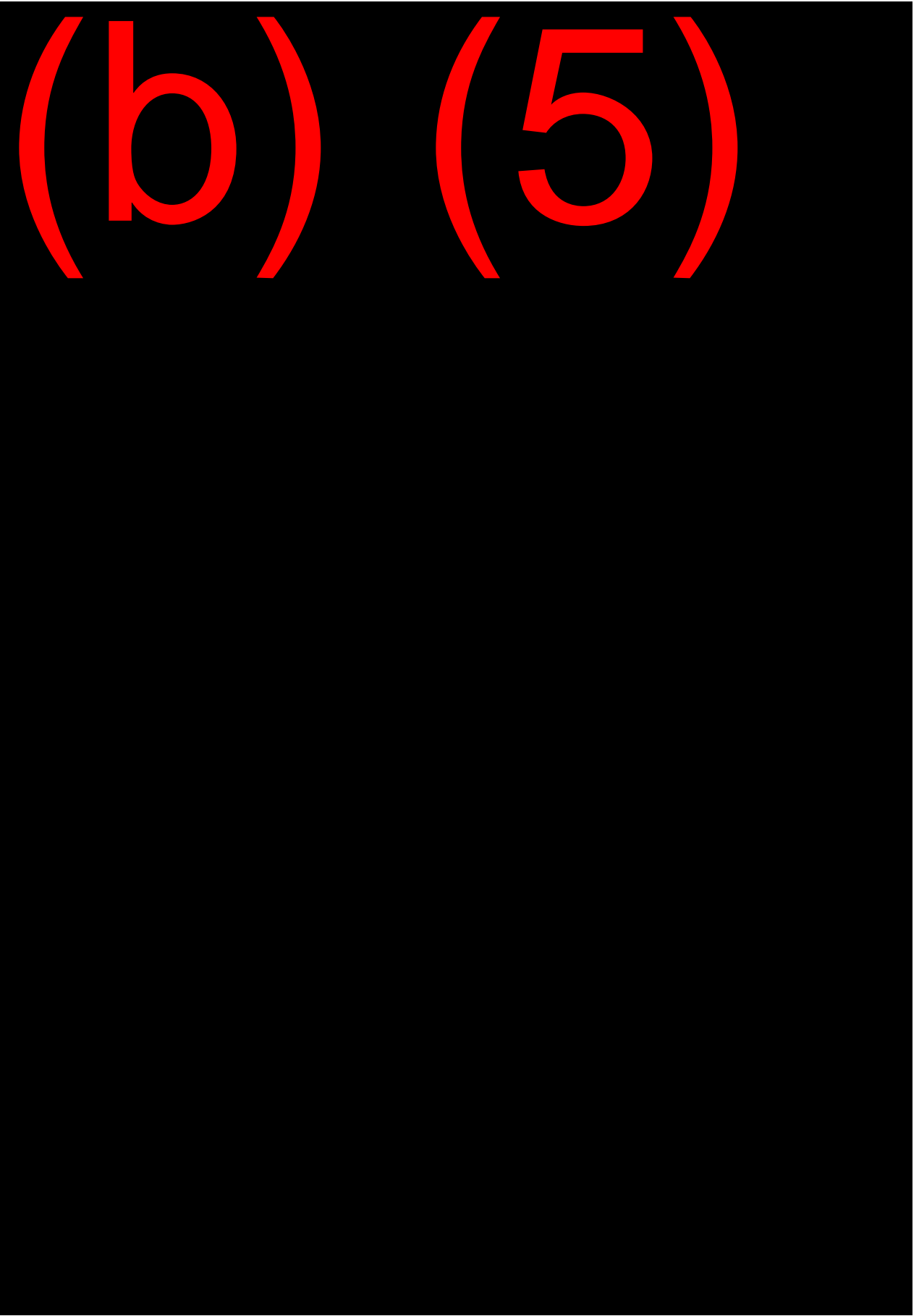


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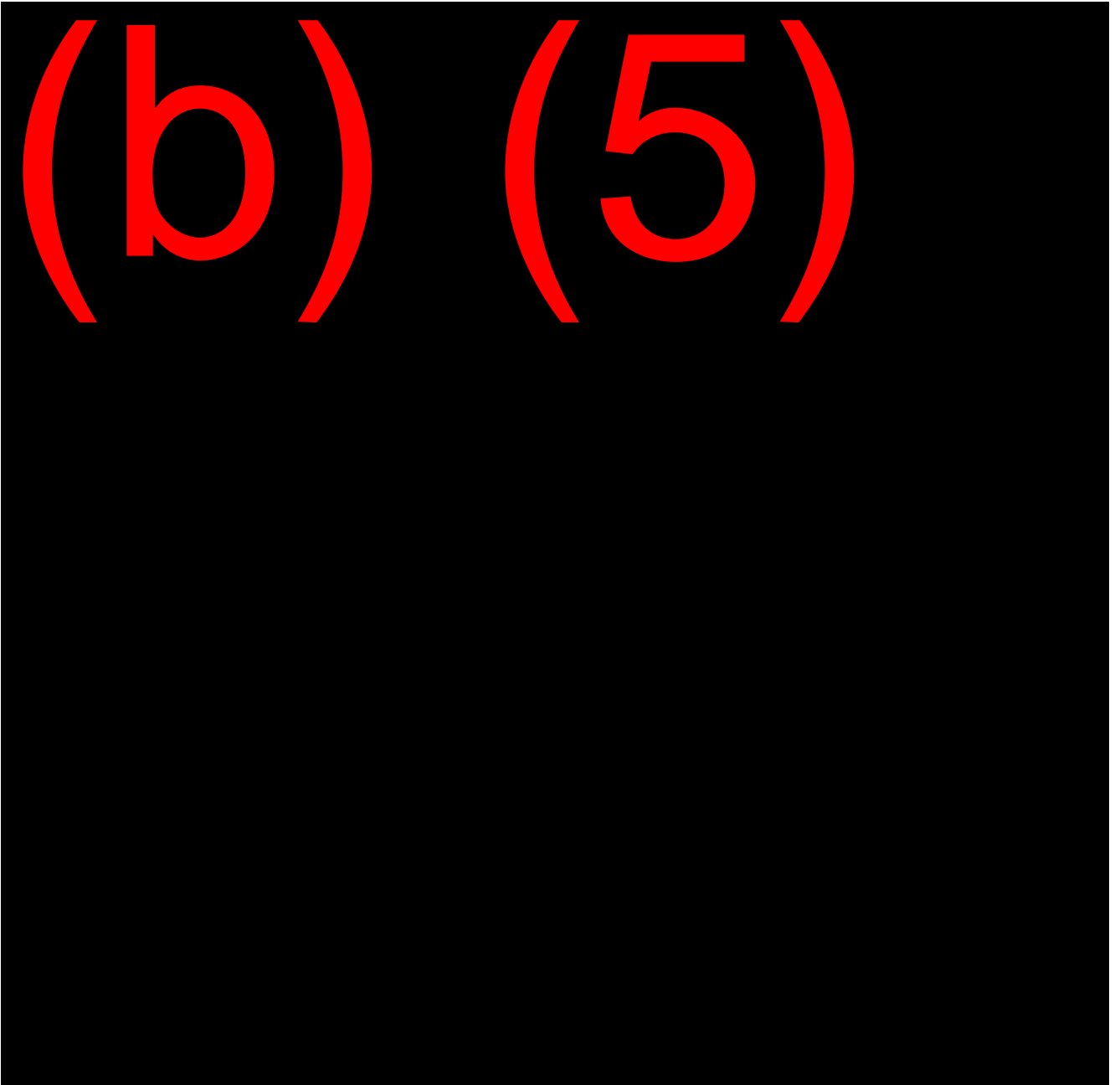




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(G) serve as the primary agency liaison with the Office of Government Information Services and the Office of Information Policy; and

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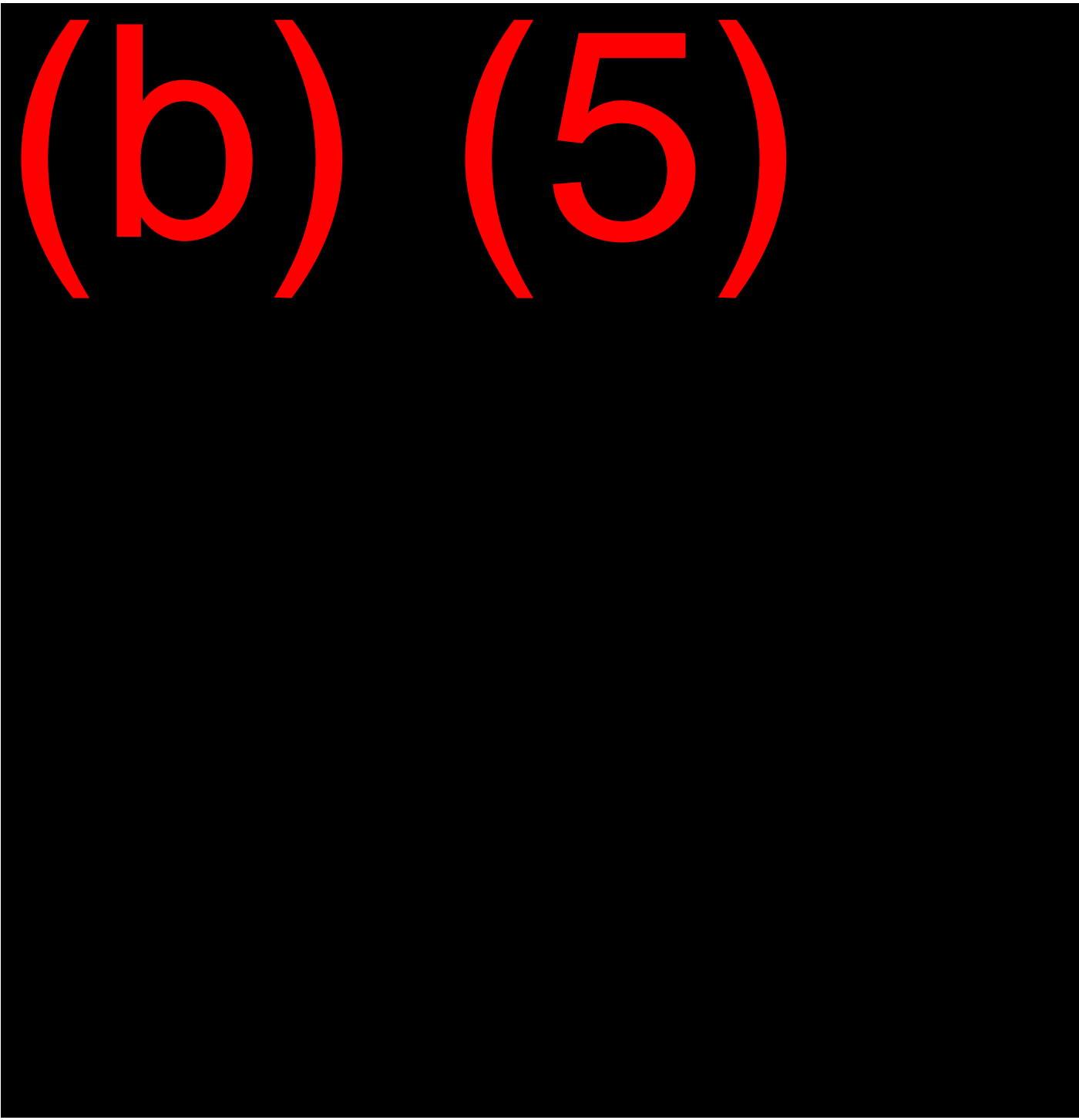
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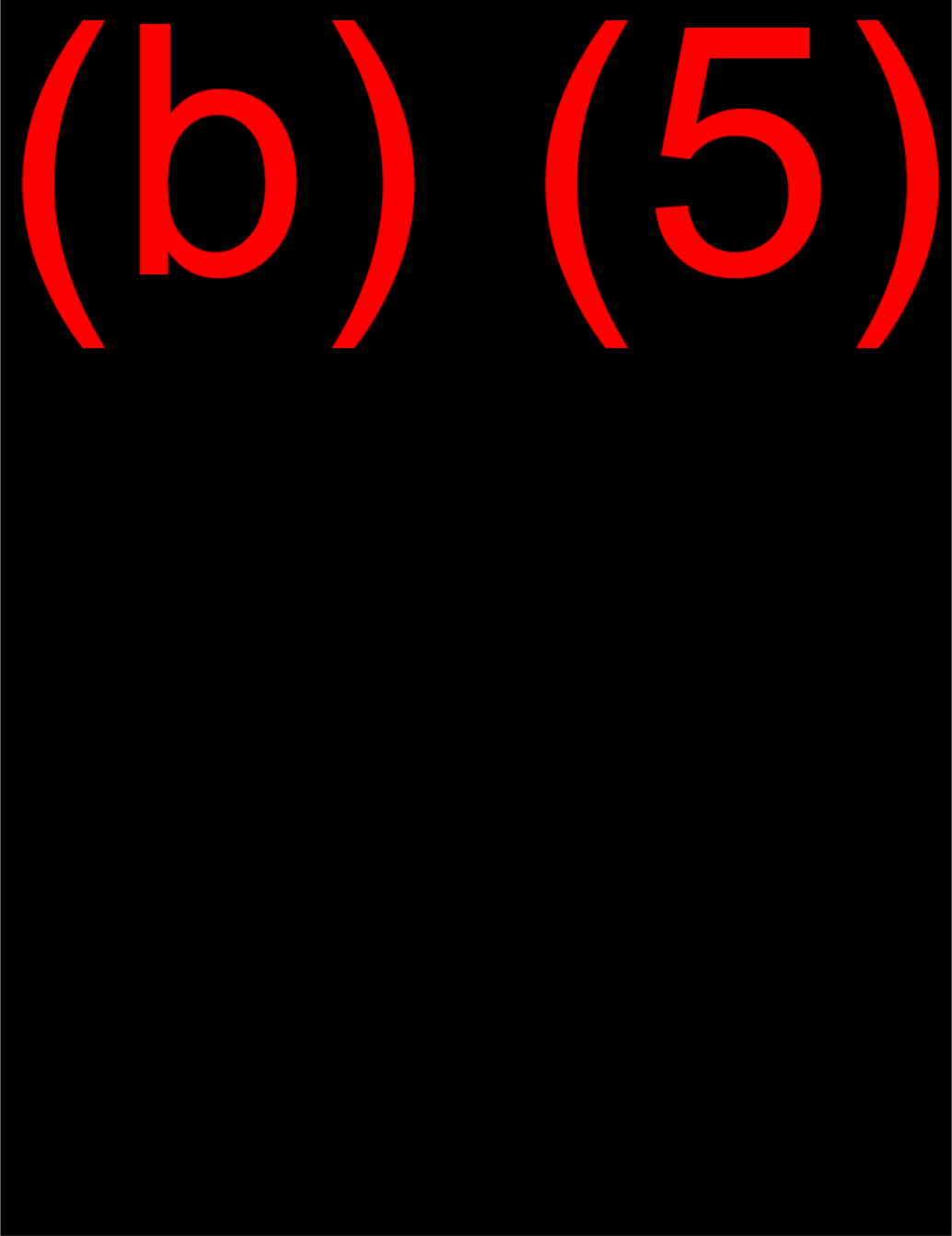
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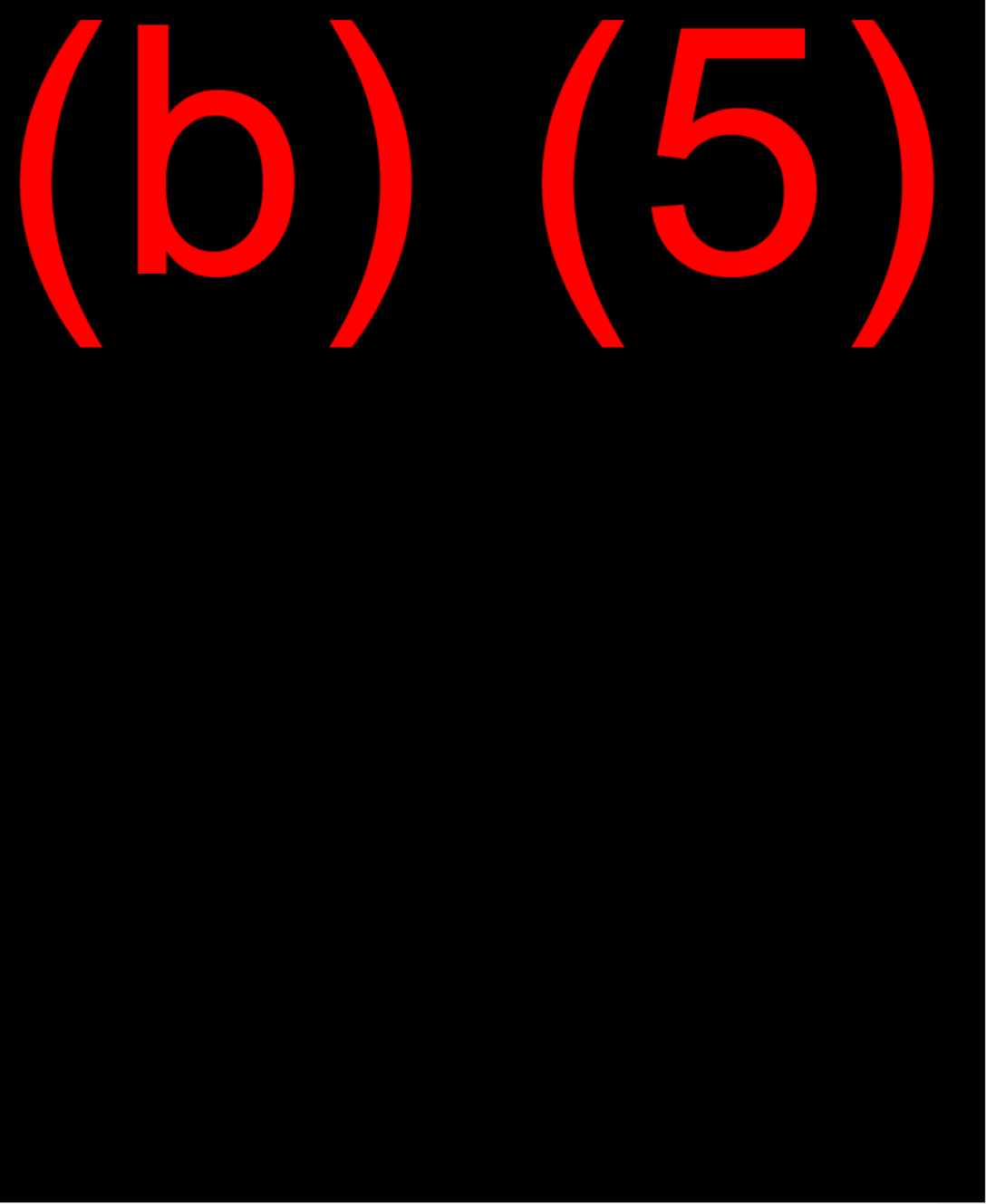
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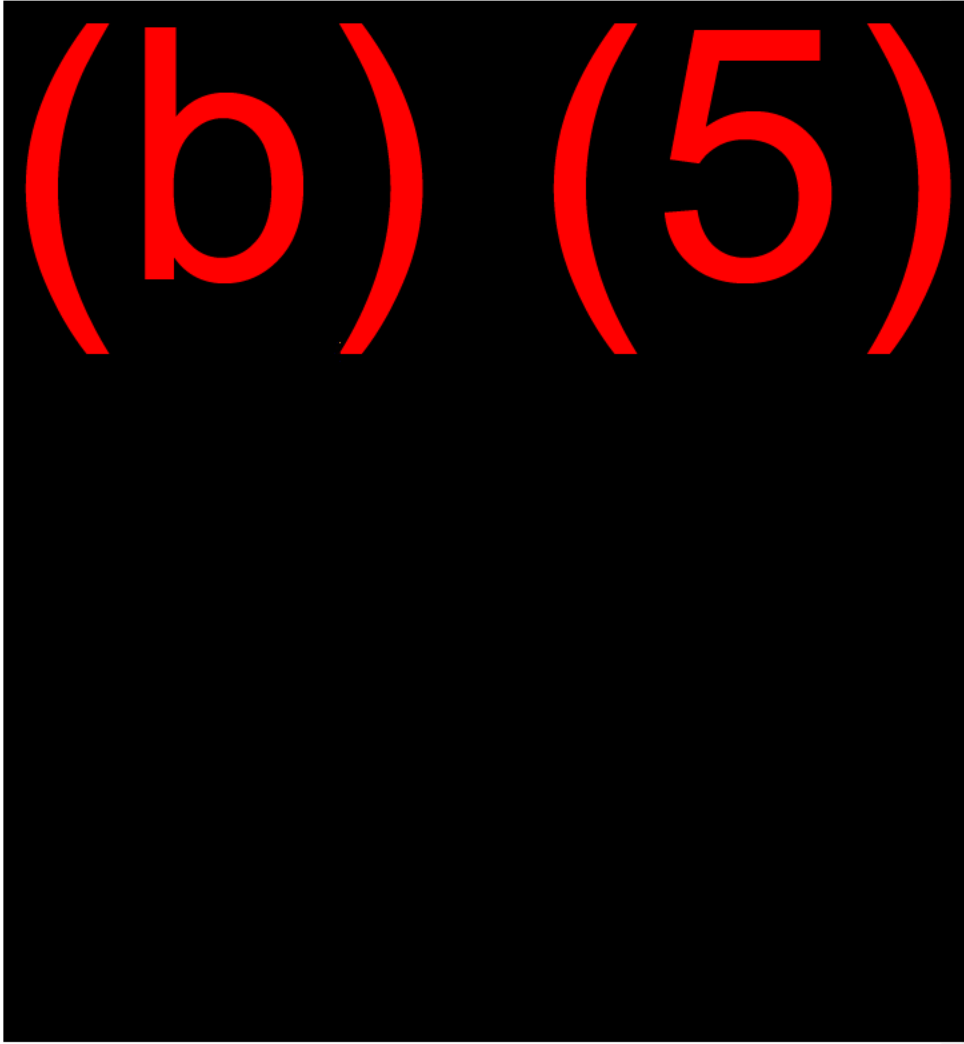
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**Draft**

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Thanks again.

Cindy Cafaro | Departmental Freedom of Information Act Officer | US Department of the Interior

Direct: 202-208-5342 | Main: 202-208-3181



**MEMORANDUM FOR THE DEPUTY SECRETARY**

From:

(b) (5)

Subject: FOIA Program Recommendations

**Purpose:**

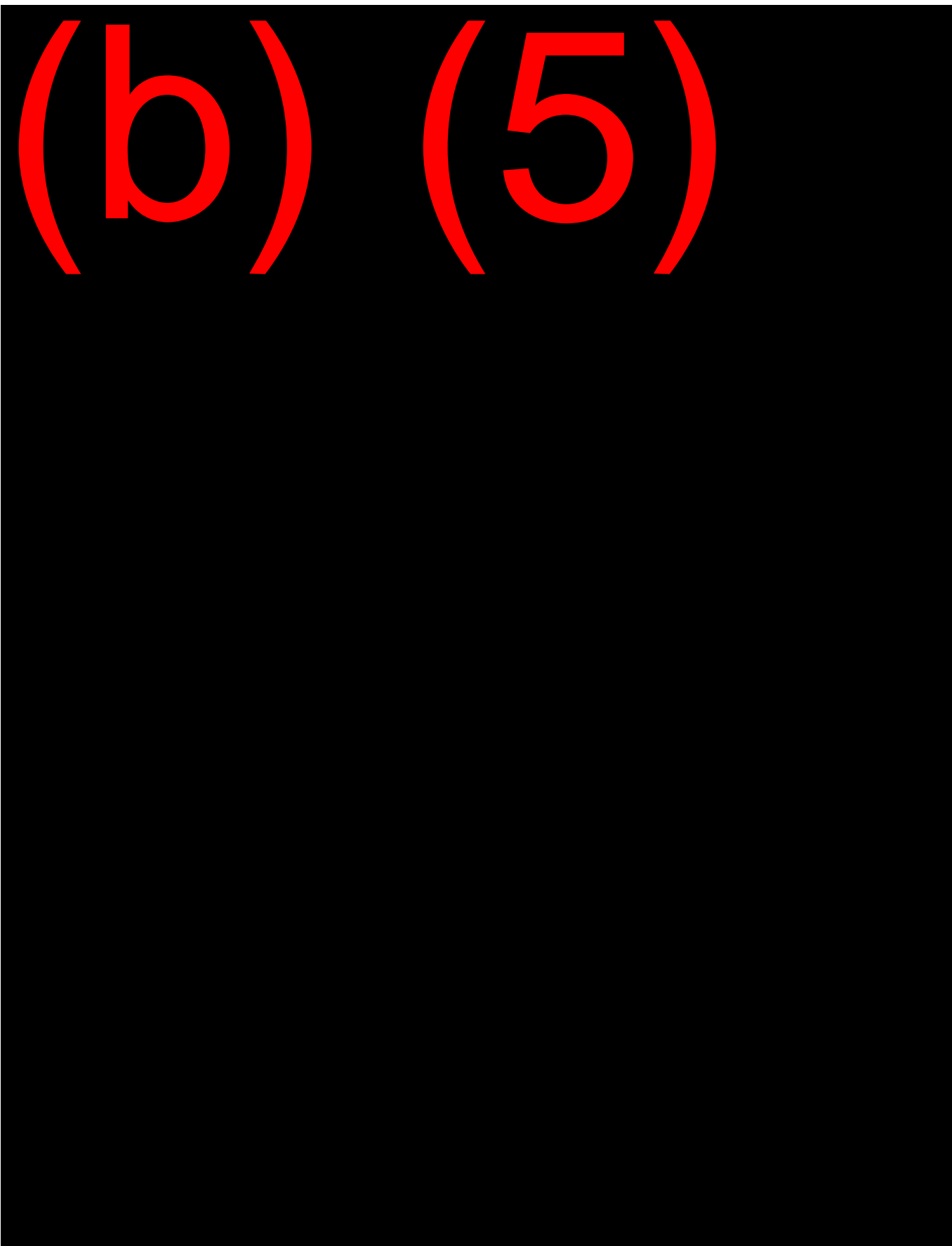
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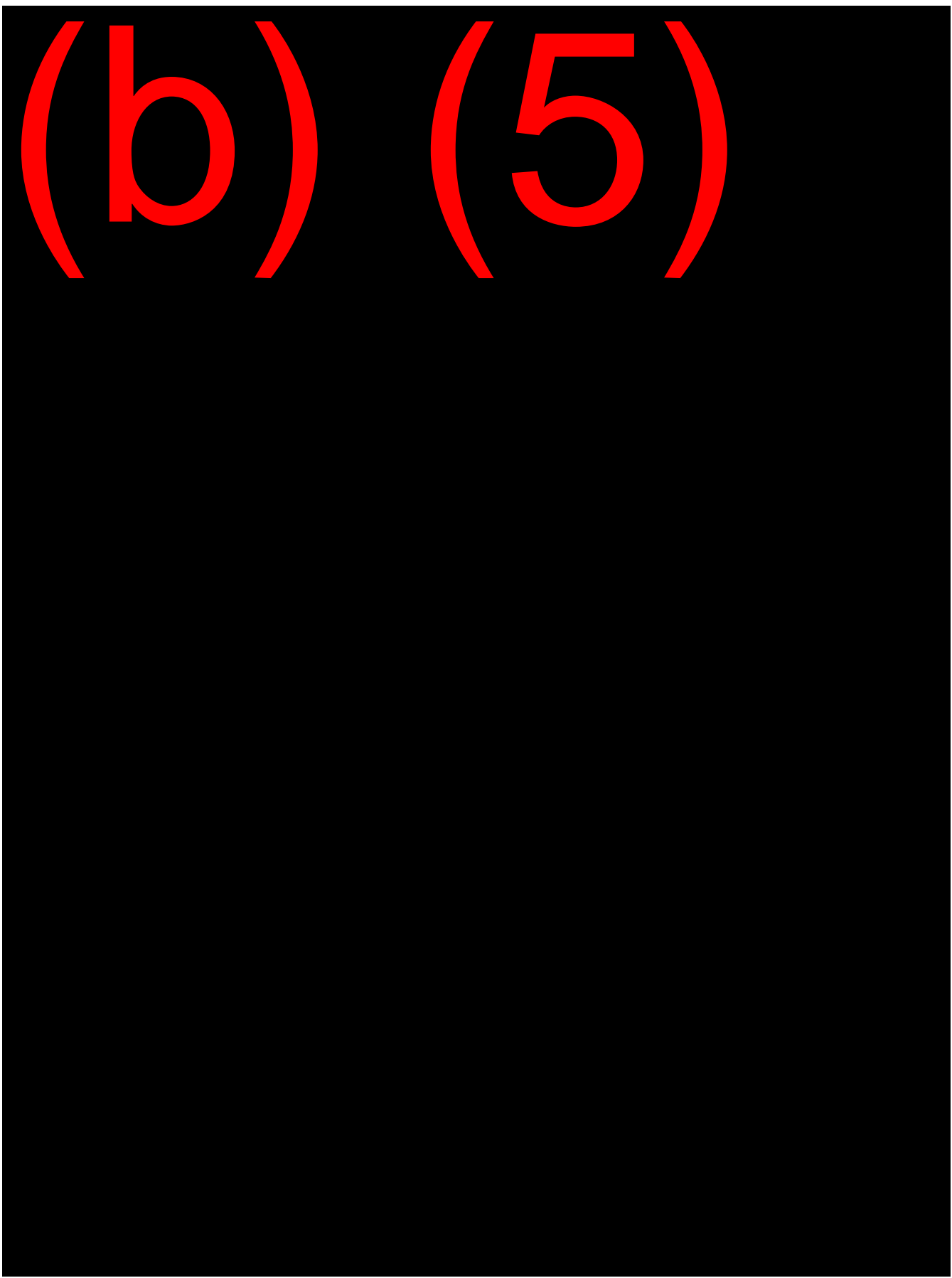
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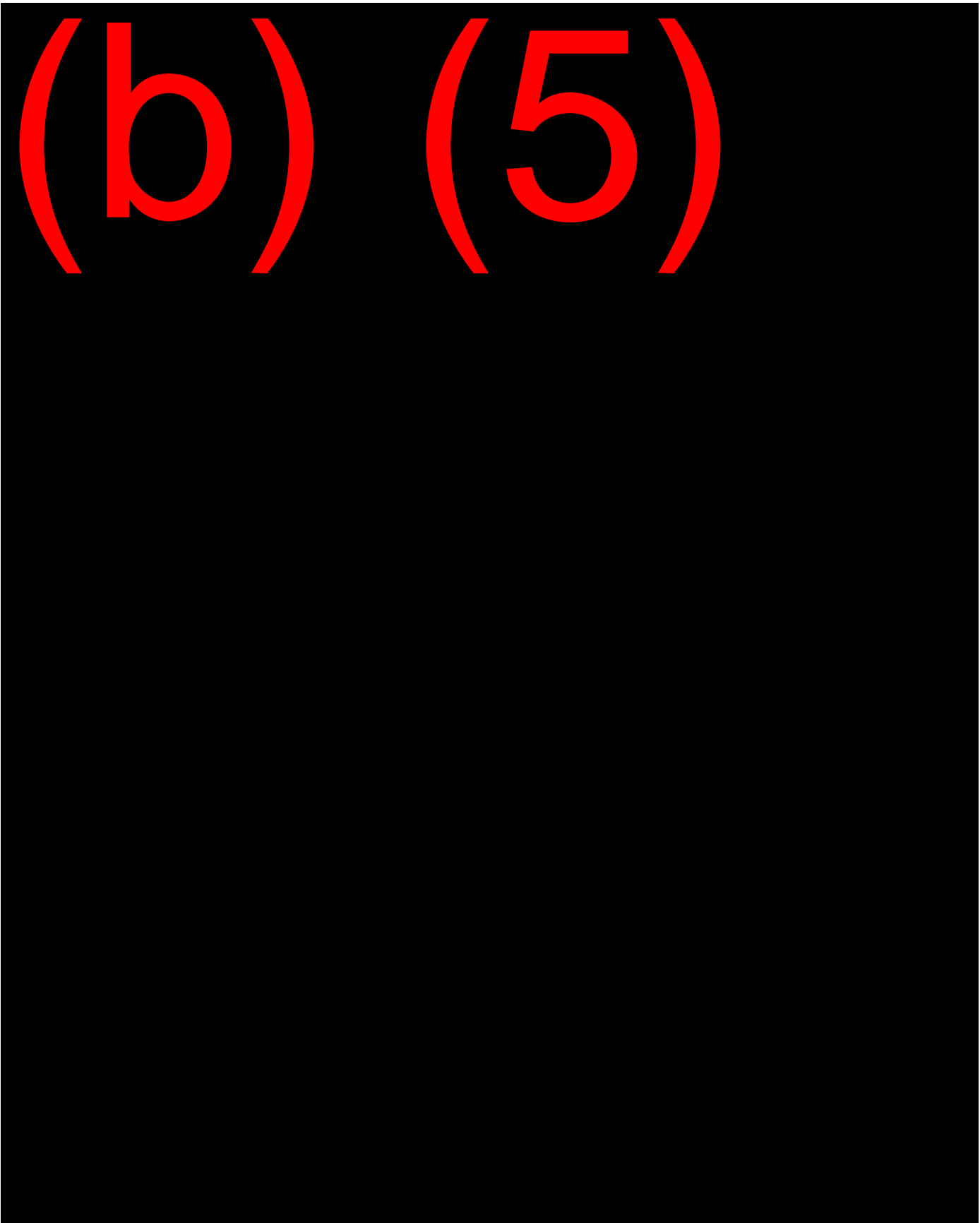
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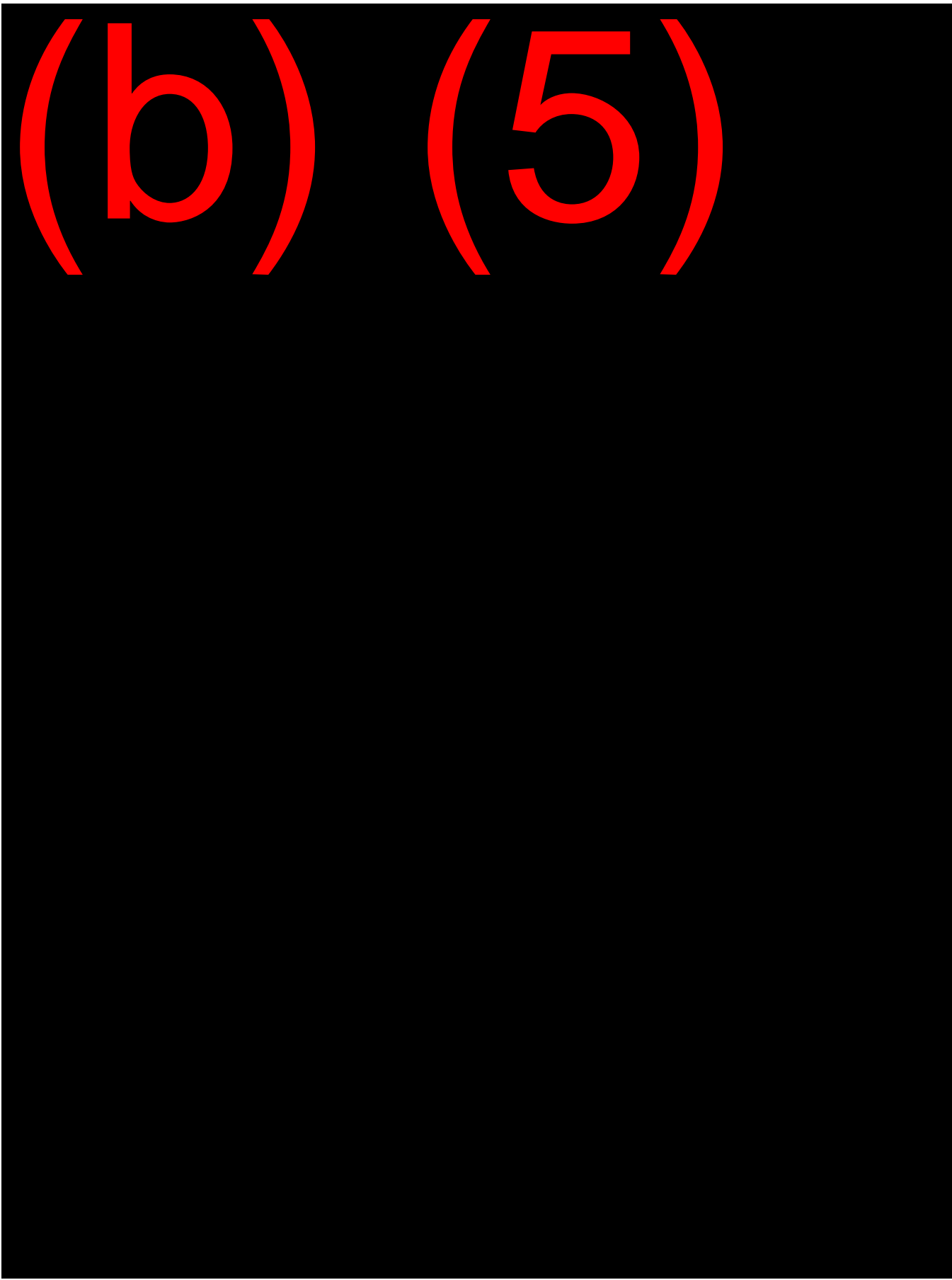


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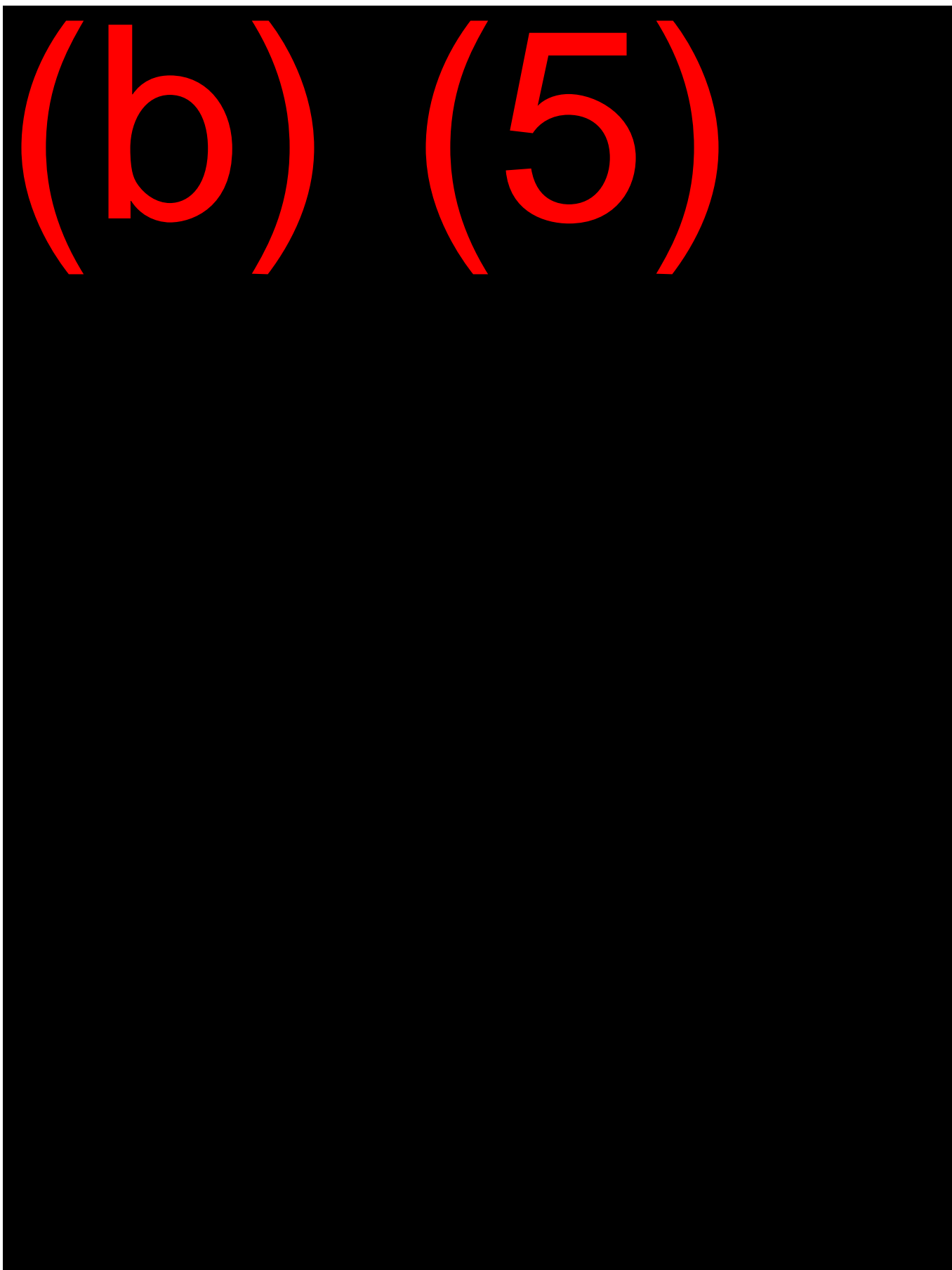




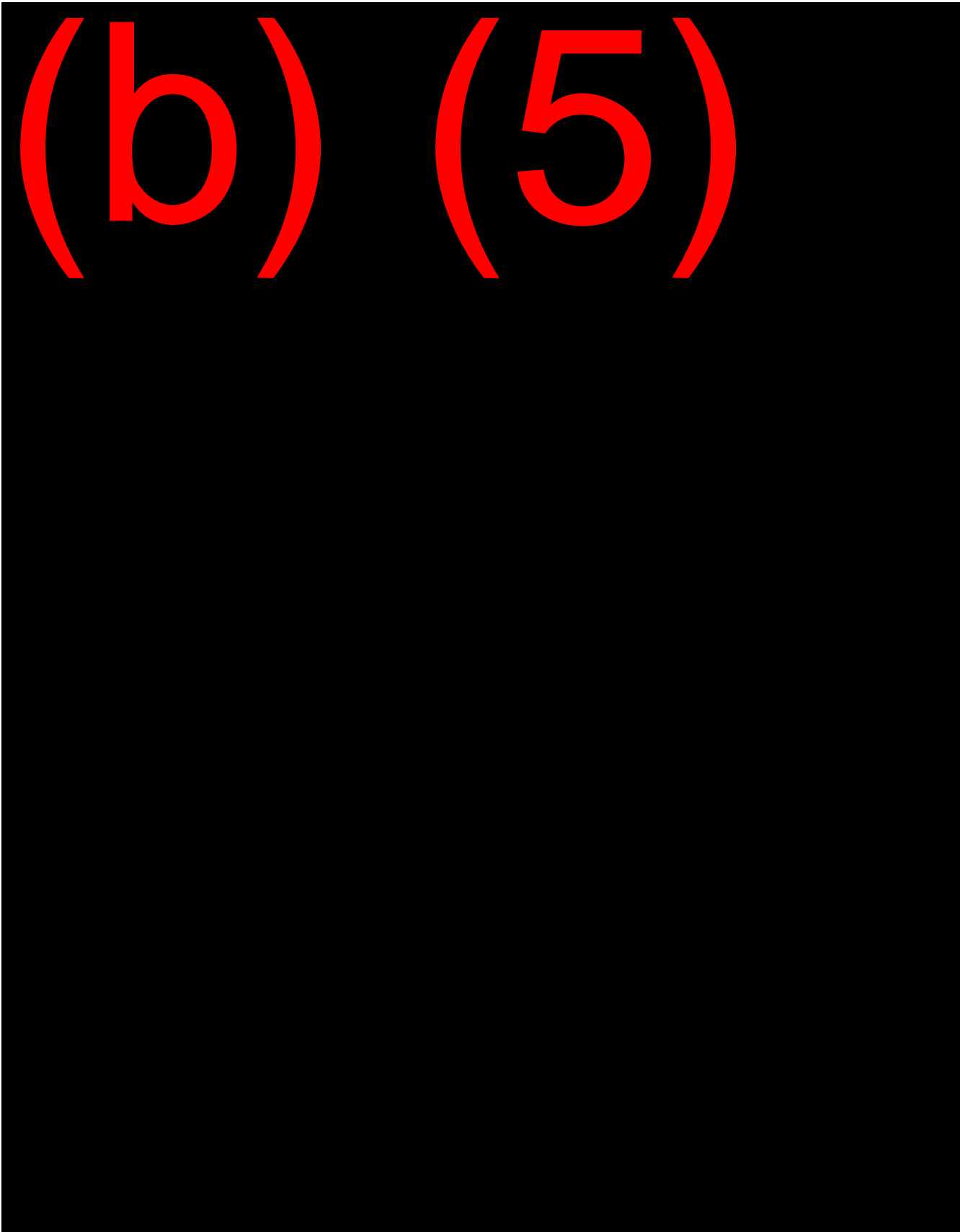
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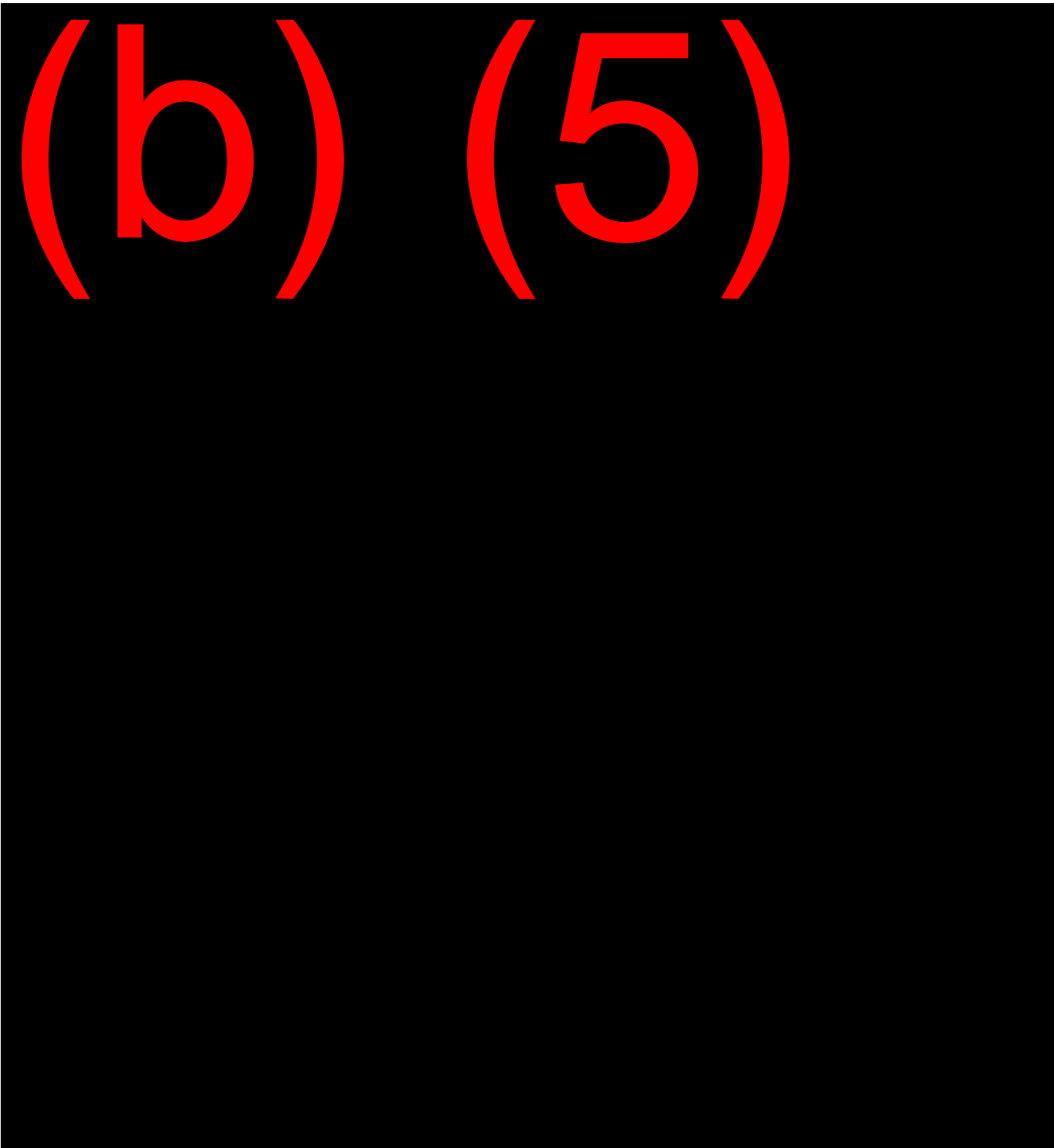
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(A) have agency-wide responsibility for efficient and appropriate compliance with this section;

(B) monitor implementation of this section throughout the agency and keep the head of the agency, the chief legal officer of the agency, and the Attorney General appropriately informed of the agency's performance in implementing this section;

(C) recommend to the head of the agency such adjustments to agency practices, policies, personnel, and funding as may be necessary to improve its implementation of this section;

(D) review and report to the Attorney General, through the head of the agency, at such times and in such formats as the Attorney General may direct, on the agency's performance in implementing this section;

(E) facilitate public understanding of the purposes of the statutory exemptions of this section by including concise descriptions of the exemptions in both the agency's handbook issued under subsection (g), and the agency's annual report on this section, and by providing an overview, where appropriate, of certain general categories of agency records to which those exemptions apply;

(F) offer training to agency staff regarding their responsibilities under this section;

(G) serve as the primary agency liaison with the Office of Government Information Services and the Office of Information Policy; and

(H) designate 1 or more FOIA Public Liaisons.

(3) The Chief FOIA Officer of each agency shall review, not less frequently than annually, all aspects of the administration of this section by the agency to ensure compliance with the requirements of this section, including –

(A) agency regulations;

(B) disclosure of records required under paragraphs (2) and (8) of subsection (a);

(C) assessment of fees and determination of eligibility for fee waivers;

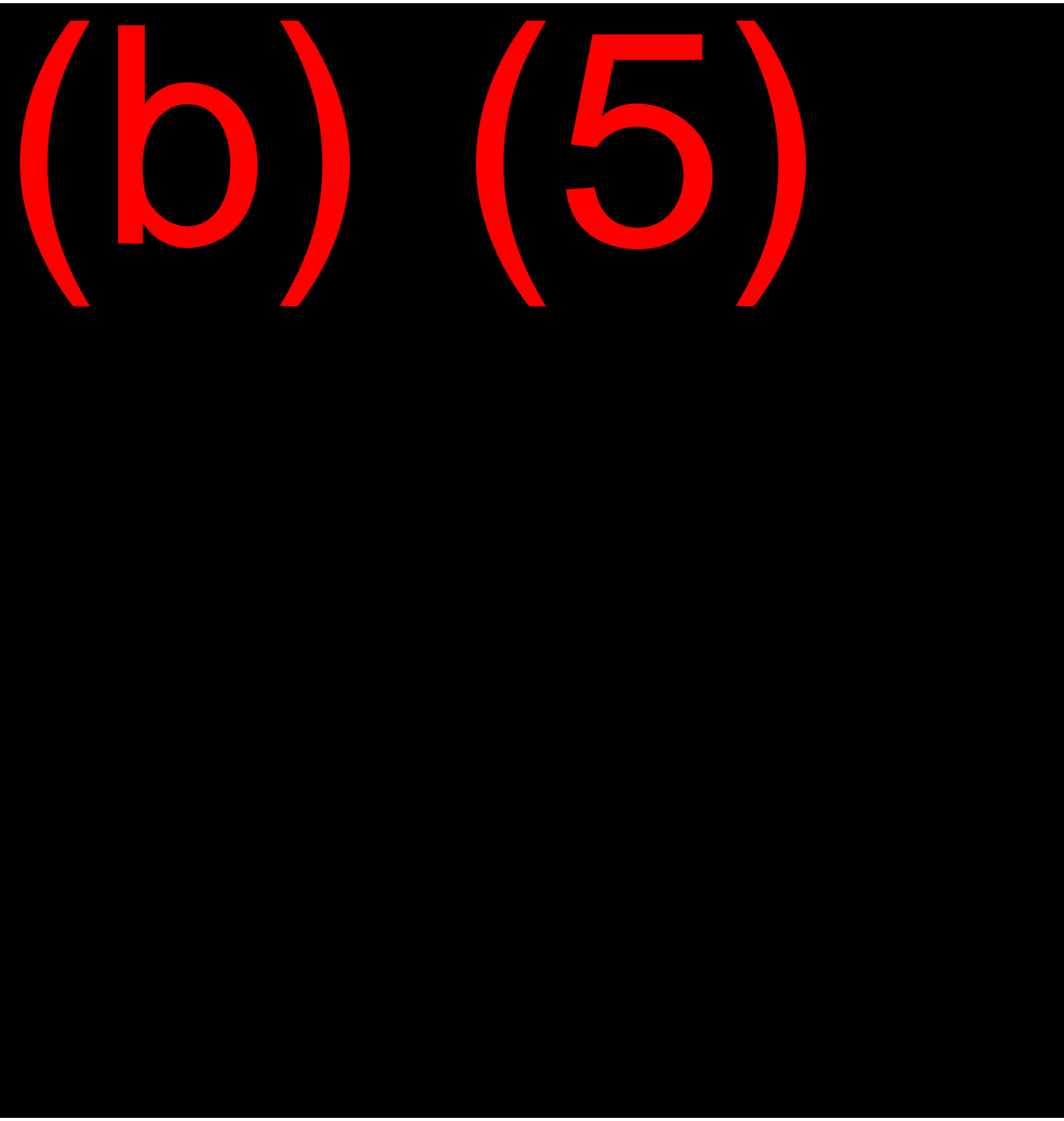
(D) the timely processing of requests for information under this section;

(E) the use of exemptions under subsection (b); and

(F) dispute resolution services with the assistance of the Office of Government Information Services or the FOIA Public Liaison.



(b) (5)



## **Appendix V: Information on Other Selected Agencies from FY17**

*DOI: In FY 2017, the Department received 8,005 requests and had 63 full-time FOIA employees throughout the entire Department and a total of 75.51 equivalent full-time FOIA employees (roughly 58 requests per employee). The Department processed 6,733 requests in FY17 (roughly 49 requests per employee).*

**The Department of Agriculture** (also decentralized and dealing with similar obligations, particularly the Forest Service) received 25,461 requests and had 90.8 full-time FOIA employees throughout the Department and a total of 91.26 equivalent full-time FOIA employees (roughly 140 requests per employee). The Department of Agriculture processed 24,006 requests in FY17 (roughly 132 requests per employee).

**The Army** (which is a subpart of DOD and houses the Army Corps of Engineers, which deals with similar obligations) in FY 2017 received 26,666 requests and had 121 full-time FOIA employees and a total of 111.82 equivalent full-time FOIA employees (roughly 114 requests per employee). The Army processed 53,760 requests in FY17 (roughly 230 requests per employee).

**The EPA** (which is also decentralized and deals with similar obligations) received 11,518 requests and had 105 full-time FOIA employee and a total of 10.93 equivalent full-time FOIA employees (roughly 99 requests per employee). EPA processed 10,802 requests in FY17 (roughly 93 requests per employee).

**The FBI** (which has a centralized FOIA program and the interim release policy discussed above) received 15,402 requests and had 245 full-time FOIA employee and a total of 7 equivalent full-time FOIA employees (roughly 61 requests per employee). FBI processed 15,611 requests in FY17 (roughly 62 requests per employee).

**The NOAA** (which is a subpart of DOC also deals with similar obligations) received 475 requests and had 1 full-time FOIA employee and a total of 23.3 equivalent full-time FOIA employees (roughly 20 requests per employee). NOAA processed 472 requests in FY17 (roughly 20 requests per employee).

# Conversation Contents

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### Attachments:

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## "Spector, Rachel" <rachel.spector@sol.doi.gov>

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**From:** "Spector, Rachel" <rachel.spector@sol.doi.gov>  
**Sent:** Mon Apr 16 2018 15:15:43 GMT-0600 (MDT)  
**To:** Juliette Lillie <juliette\_lillie@ios.doi.gov>, "Cafaro, Cindy" <cindy\_cafaro@ios.doi.gov>  
**CC:** Timothy Murphy <Timothy.Murphy@sol.doi.gov>  
**Subject:** White paper draft in Google Drive  
**Attachments:** White Paper insert.docx

Hi Julie and Cindy:

I added SOL's part to the draft White Paper in Google Docs but was unable to confirm that my changes made it in there. In case it did not make it in there, I'm attaching a copy of my text. FYI - I expect to refine it with Tim tomorrow.

Thanks,

Rachel

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## "Cafaro, Cindy" <cindy\_cafaro@ios.doi.gov>

---

**From:** "Cafaro, Cindy" <cindy\_cafaro@ios.doi.gov>  
**Sent:** Tue Apr 17 2018 05:59:11 GMT-0600 (MDT)  
**To:** Robert Howarth <robert\_howarth@ios.doi.gov>  
**Subject:** Fwd: White paper draft in Google Drive  
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From: **Spector, Rachel** <[rachel.spector@sol.doi.gov](mailto:rachel.spector@sol.doi.gov)>

Date: Mon, Apr 16, 2018 at 5:15 PM

Subject: White paper draft in Google Drive

To: Juliette Lillie <[juliette\\_lillie@ios.doi.gov](mailto:juliette_lillie@ios.doi.gov)>, "Cafaro, Cindy" <[cindy\\_cafaro@ios.doi.gov](mailto:cindy_cafaro@ios.doi.gov)>

Cc: Timothy Murphy <[Timothy.Murphy@sol.doi.gov](mailto:Timothy.Murphy@sol.doi.gov)>

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(b) (5)

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